

# The Work Management Course

## *Seminar 212*

### Seminar Overview

This in-depth 2-day seminar is a must for staff members, supervisors, and middle managers trying to achieve a goal or just trying to get through the day. Your instructor will lead you through the essence of work, success, communication, and organization; from simple time management through the basics of project management. You will learn how to plan, prioritize, organize, estimate, define objectives, and achieve those objectives.

Open discussions reveal the causes of wasting time. Learn how to delegate to others and receive delegation. Work with your classmates to understand why many tasks need to be re-done and how to do them right the first time.

Hands-on individual and team exercises allow the participant to practice new skills and enhance existing talents. You will learn to communicate, delegate, and work with others in a safe, friendly, and fun atmosphere.

All Ally seminars embrace modern adult education techniques.

### Who Should Attend

Anyone with a job to do will benefit from this seminar:

- All staff members, group and technical leaders
- Administrative assistants and secretaries
- Engineers
- Process managers
- Project managers handling multiple projects
- Line managers, supervisors and middle managers
- Researchers, developers, and analysts

### What Will Be Covered

Classroom and group discussions include:

- How to define goals
- Keeping yourself and others motivated
- Prioritize work to maximum productivity
- How to estimate work
- Communication in the workplace
- Create achievable work estimates
- How to give and receive delegation
- Time management
- Give and get feedback
- Work Breakdown Structures (WBS)
- Project management basics
- Discover what your boss really wants
- How to prioritize work

### Your Benefits

At the completion of this course you will be able to:

- Reduce fire fighting
- Develop your own tools to keep yourself organized.
- Plan small and medium projects
- Create your own tools to stay organized
- Know your goal and communicate it
- Communicate better with your boss and your team
- Getting the important work done first

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Duration: **2 Days**

Prerequisites: **None**

Price: **\$6800.**

Avg. Cost/Person **\$340.** (20 participants)

**This seminar employs  
Muda-Free™ technology.**

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### *Seminar Syllabus*

#### **1. Introduction**

- Purpose of course
- Outline of the course
- Goals, actions, and deliverables
- Motivating yourself
- Disciplining yourself
- Establish goals for course

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#### *Team exercise*

#### **2. Tools for Work and for Life**

- Success: Defined
- The cycle of action
- Checklists
- Charters
- Reviews
- Handling chaos and confusion

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#### *Individual exercise*

#### **3. Defining Objectives**

- Objective of objectives
- Why ask why?
- Deliverables
- Measurable and verifiable
- Inclusions and exclusions

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#### *Individual exercise*

#### **4. Communication**

- The goal of communication
- Different people communicate differently
- When to communicate
- What to communicate
- Why communicate
- Getting feedback
- If it isn't written, it isn't true
- Communicating up

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#### *Class exercise*

#### **5. Delegation**

- When and what to delegate
- Receiving delegation - what questions to ask
- How to delegate - what questions to answer

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#### *Team exercise*

#### **6. Time Management**

- The parts of the day
- Are you a morning person?
- Background activities
- Long-term vs short-term actions
- People are not robots - darn!
- Planning your day
- Planning your week
- Planning your year

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#### *Individual exercise*

#### **7. Prioritizing Work**

- Factors that affect priorities
- Knowing the answer to the great questions
- Balancing project work with routine work
- Saying no to your boss

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#### *Group exercise*

#### **8. Planning Work**

- Creating a charter
- Creating a WBS
- Defining task precedence
- Making accurate estimates

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#### *Group exercise*

#### **9. Summary and Closing**

- Review and questions
- Your personal path for success
- Class reviews