Workload Management: Getting It All Done

Thursday, May 29, 2014  
8:30 a.m. — 3:30 p.m.  Farmington, CT

This module is designed to assist participants in developing skills to increase efficiency, productivity and results in the workplace. Participants will gain tips to minimize procrastination, increase workplace effectiveness and identify strategies to stay focused. Session topics will include email management, creating realistic calendars, organizing tasks and brain spikes and storing information in a way that it can be accessed quickly.

Our instructor is Kenya Rutland of KJR Consulting. Kenya has more than ten years of training and development experience with a focus on creating high-performing individuals, groups and organizations. His expertise includes change management, customer service, diversity and inclusion, leadership and team development.

Registration Form

Name:  ________________________________________________________________
Title:  _________________________________________________________________
Agency:  _______________________________________________________________
Phone: _____________________________  Fax: _______________________________
Email:  _________________________________________________________________
Address: _______________________________________________________________
City: _____________________________ State: _______ Zip: ____________________
Billing Contact: __________________________________________________________
Billing Phone: ___________________________  Fax: ____________________________
Method of Payment: ____ check      _____ P.O. (# _____________)      _____ DOT

Registration Fee is $100 and includes lunch and workshop handouts. Registration fees are due prior to the workshop. The fee is refundable if notice of cancellation is received 48 hours prior to the start of the program. Please register via email to L.Knight@engr.uconn.edu or fax (860) 486-5718 and mail payment (payable to UCONN) to CT Transportation Institute, 270 Middle Turnpike Unit 5202, Storrs, CT 06269-5202. Please call Mary McCarthy with any questions —860-486-1384.