Workload Management
A CT Transportation Leadership Program ELECTIVE Workshop

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. Discussion will also focus on telecommuting and the special considerations of working virtually.

Session topics will include:
- Email management
- Creating realistic calendars
- Organizing tasks
- Brain spikes and storing information in a way that can be accessed quickly

Instructor

Steve Ockerbloom is a facilitator, trainer, and consultant for Creative Horizons Training. Steve has spent the last 20 years delivering impactful workshops on topics of leadership, individual and team development. What sets Steve’s workshops apart is his ability to use experiential activities to bring the course topics to life for participants.

Webinar Series
August 19, 2020
Morning Session 10:00—12:00
Afternoon Session 12:45—3:00

Learning Objectives
Upon completion of this class, participants will be able to:
- Understand key workload management principles and how they improve efficiency;
- Identify at least three tips that will improve productivity;
- Utilize electronic calendars and email tools to organize tasks and projects.
Registration

- Please visit [www.t2center.uconn.edu](http://www.t2center.uconn.edu) to register for this class online.

- **Registration contact:** Please direct any questions to Shelly Desjardin at [shelly.desjardin@uconn.edu](mailto:shelly.desjardin@uconn.edu) or call (860) 486-9373.

- **Cost:**
  - $100—TLP Cohort Participants

- If you require an accommodation to participate in this workshop, please contact Shelly Desjardin at [shelly.desjardin@uconn.edu](mailto:shelly.desjardin@uconn.edu) or call (860) 486-9373, at the time of registration.

- Sessions may be recorded. Please notify us during registration if you do not wish to be recorded.