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.

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

Kenya Rutland of KJR Consulting has more than 20 years of learning and development experience with a focus on creating high-performing individuals, groups and organizations. Kenya's expertise includes change management, coaching, customer service, diversity and inclusion, leadership and team development.

“This the third class I have had with Kenya. I have enjoyed each class. He is the reason I signed up for today’s class.”
- Transportation Leadership Program participant

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.

Date & Location
April 2, 2020
Newington, CT
Session is 8:30am—3:00pm
(Lunch will be provided.)
Registration

- Please visit www.t2center.uconn.edu to register for this class online.

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

- **Cost (includes lunch and course materials)**
  - $100—TLP Cohort Participants

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

- Please advise if you have dietary restrictions.

- Photographs may be taken for promotional and training purposes. Please notify us during registration if you do not wish to be photographed.

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