



CONTINUING EDUCATION

Course Outline

Working Smarter

Time is a valuable resource that can be costly to a company when wasted. In this course you will develop communication strategies to minimize time loss, evaluate personal and organizational time-wasters, learn to establish meaningful priorities and determine ways to deal with disruptions and unanticipated drains on time. Additional topics include schedule planning, prioritizing, delegation and large project completion.

Who Should Take This Course?

This course is designed for anyone who wants to improve their own use of time or help others to become more efficient.

Course Objectives

- Evaluate how time is lost
- Manage activities to make the most productive use of available time
- Develop a plan to improve time effectiveness

Course Info

- Length: 6 hours
- Format: Classroom instruction and demonstration
- Prerequisite: None

Course Content

Evaluate how time is lost

- Evaluate personal and organizational time-wasters that affect productivity
- Deal successfully with workplace disruptions
- Understand and overcome the causes of procrastination

Manage activities to make the most productive use of available time

- Coordinate and plan your time efficiently, and assist others in their time management success
- Communicate your time needs with others
- Utilize the three levels of delegation to achieve productivity and time management goals

Develop a plan to improve time effectiveness

- Break a large project into smaller tasks, and communicate those tasks to others
- Evaluate Key Result Areas (KRAs) associated with a project to ensure efficient task management
- Work with a group to plan and execute an organizational project

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Supervision Certificate, you must take all six required courses and attend* 80 percent of the entire certificate (calculated by total number of sessions). If you complete a certificate program by taking courses individually (not through a series), you can

[request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.