



CONTINUING EDUCATION

Course Outline

Productivity in the Workplace

Employers need productive and efficient employees. But with constant distractions, coworker interruptions and new fires to put out, how can you increase your productivity without adding more time to your day? Through discussions and small group exercises, you will learn about the three common areas of time loss and identify tools you can use to reduce their impact; develop effective organizational skills; utilize SMART goals to prioritize your day; and gain tips to successfully multi-task when managing multiple projects.

Who Should Take This Course?

This course is designed for those who want to increase workplace productivity through the use of effective timesaving techniques and organizational skills.

Course Objectives

- Identify the three common areas of time loss, and identify tools to reduce their impact
- Utilize SMART goals as a prioritization tool
- Develop methods for successfully multi-tasking multiple projects

Course Info

- Length: 3 hours
- Format: Classroom instruction, group projects and exercises
- Prerequisite: None

Course Content

Identify the three common areas of time loss, and identify tools to reduce their impact

- Identify and develop solutions for personal time-wasters, procrastination and disruptions
- Develop communication strategies to minimize time loss around you

Utilize SMART goals as a prioritization tool

- Utilize SWOT and SMART to prioritize your projects and time
- Be SMART when planning your day

Develop methods for successfully multi-tasking multiple projects

- Learn five key multi-tasking strategies
- Understand your multi-tasking limits and strengths
- Develop tools to find balance under stressful conditions

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 Workplace Excellence Certificate, you must take all seven 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.