



Contact McCloskey Partners today to discuss your training needs at
215-716-3035 x 0 or services@mccloskeypartners.com

Training: Managing Your Time instead of your time managing you!

TRAINING- COURSE DETAILS

The following fundamentals are included in our training.

- Manager's Role in establishing Company Culture
- What is the culture of the Company?
- Management's Role in setting the right tone
- Dealing with Boundaries & Conflict Resolution so they don't take up all of your time
- How to appropriately communicate job tasks/ hold staff accountable
- Managing your time instead of your time managing you
- Being accountable for your time
- Calling all procrastinators... you're holding up projects!
- Get unstuck & Get organized
- Dealing with emails/ Email etiquette
- Everything is not a priority
- Resources to help manage your time

TRAINING FORMAT

- **Who should attend:** All employees that have access to email & Supervisors/ Managers
- **Length of Training session:** 1.50-2.00
- **Location of Training:** Client location or On Demand Webinar
- **Format:** Instructional/ Role Playing

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