

Optimizing Work: Ways to Save Time and Effort

Leadership Workshop for Faculty and Staff

In these challenging times many of us are experiencing greater workload demands and it's increasingly more difficult to continue doing our work in the same way. We all need to look at our work with a fresh perspective and creatively find ways to do things more efficiently.

Our leaders are the key players who can make this happen.

What past participants have said about this program...

"I learned many things and went back to the office and immediately used what I learned.

"A good way to think about how you conquer those challenging projects that you may be avoiding. They could significantly impact the organization."

"Excellent content and facilitator – attending this workshop is a must!"

**Monday
February 9, 2015**

8:30 am – 12:30 pm

**University Center
Room 312**



In this program we will discuss tips for streamlining work, and making processes and procedures more efficient.

People in leadership roles will learn:

- How to lead by initiating and facilitating improvement conversations.
- How to inspire others to implement changes.
- What questions to ask.
- How to identify some immediate areas for rethinking how the work gets done.
- Clear tips on how to make work processes and procedures more efficient.
- Ways to cultivate the support needed for changes to be successful.

This workshop provides a clear model and accompanying tools for looking at how work gets done and how it can be changed to address the challenges we're facing today. This program offers you a quick return on your time invested – it provides you with tools and techniques for saving time and effort that you can immediately begin putting into practice.

About the Instructor:

Joe Raia is the founder and President of Glimmerglass Consulting & Training, a management and organization development consulting firm based in Silver Spring, Maryland. His consulting and training work focuses on leadership development, organizational effectiveness, change management, and meeting facilitation. Joe's client base cuts across a wide variety of organizations in the corporate, higher education, and non-profit sectors.

Register on the web by January 30th at: www.umbc.edu/training

Spaces are limited and pre-registration is required.



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