



TMS FY22 Open Enrollment VIRTUAL Course Descriptions

Managing Multiple Priorities in 2022

A 1-Day Training Experience

This workshop shows the government workforce how to firmly balance a series of high-demand tasks while handling constantly changing directions and multiple, urgent priorities. Gain powerful new skills you can use immediately to control a dynamic, rapidly changing job. This workshop solidly focuses on practical, specific How-To aspects of managing your work.

- Understand Strategies that Work in Today's Dynamic Environment
- Learn and Apply Priority Management Techniques In-Class
- Explore Multiple Priority-Setting Methods

Resilience- Managing Energy and Talent During Dynamic Times

A 1-Day Training Experience

Participants of this dynamic hands-on workshop learn how-to techniques to maintain effective communications, motivate and supervise employees, and meet customer demands as part of a hybrid workspace team. This workshop will address what does and doesn't work well for hybrid workspace teams explain proven tools to implement a hybrid workspace program that reduces mission risk, improves employee satisfaction, and ensures continuity of essential functions in the event of national or local emergencies.

- Motivating the Hybrid Workspace Team and Employee
- Performance Management –Managing and Working in a Hybrid Office Environment
- Enabling Collaboration and Productivity

Dream Big, Achieve Big

A 1-Day Training Experience

This workshop shows you how to identify the goals that are most important for your success personally and professionally. With laser-like focus, you'll pinpoint the small steps that lead to big results. Through this course, you'll explore techniques, tips, and tools to help you reach your aspirations the SMART way.

- How to Improve Your Life with Compact and Powerful Resolutions
- Determine Which goals and Objectives to Pursue for Big Change
- Understanding the Steps to Achieve Results