



MANAGING MULTIPLE PRIORITIES IN THE ACQUISITION ENVIRONMENT

A 2-Day Hands-On TMS Experience
Delivered in Live or Live Virtual Classrooms!

Course Description:

This workshop shows the acquisition 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.

Learning Objectives & Topics Covered in this Workshop:

- Understand strategies for very busy people.
- Explore multiple priority-setting methods.
- Apply priority management techniques.
- Identify priority-setting criteria.
- Organize a Must-Do and To-Do list in class.
- Create a personal productivity assessment.
- Answers to frequently asked priority-setting questions
- How to work for multiple bosses
- Problems you can expect & how to handle them.
- The top 21-time wasters in organizations like yours
 - How do you compare?
- 12 smart questions to ask:
 - When you're given more work than you can possibly do
 - When you're given an unrealistic deadline

Audience: This workshop is designed for all government personnel.

Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information:

CPE Credits: 15.0

CEU Credits: 1.3

Suggested Program

Prerequisites: Critical Thinking and Problem- Solving Techniques for Contracting Professionals

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Personal Development

Delivery Method: Group Live – Live Virtual Classroom

