



# Time and Self-Management

As local government changes, so do the roles and responsibilities of the people managing the workload. With completion of tasks the main goal, the busy worker does not consider the activities they are employing and the habits they are creating. Once a habit is created little thought is given to its viability, instead the focus shifts to the amount of work and how it makes us feel. Taking a step away from your busy work day and habits with a focus on improving the way in which we work, will create new habits that give us a sense of control and ensure increased productivity.

Aligned with  
the NSW Public  
Sector Capability  
Framework

## KEY CONTENT



**The importance of being productive:** habits that support us, and habits that make us busy.

**Direction:** knowing where we are going and what the measurement of productivity is.

**Getting focused:** how to concentrate and not become distracted.

**Being organised:** using the tools you have available in a way that supports not hinders productivity.

**Discipline:** knowing what I need, and setting myself up to do it.

### SYDNEY

// 22 May 2018

### RIVERINA

// 19 September 2018

### INVESTMENT

LG Professionals NSW,  
Member

// \$396.00

Non Member

// \$517.00

All prices listed above  
include GST

Click [HERE](#) to Register\*

## WHO SHOULD ATTEND

This course is open to anybody working in the local government sector who is wanting to improve their productivity.

## BENEFITS FOR THE DELEGATE

Participants will leave this workshop with a fresh perspective on how to organise their day, and maintain a sense of control so they can improve their productivity.

## BENEFITS FOR COUNCIL

With implementation of new habits, council can expect an improvement in productivity and a reduction in the number of employees feeling overwhelmed.



\* By registering for this training session you are accepting the Terms & Conditions as detailed on our website

## NSW PUBLIC SECTOR CAPABILITY FRAMEWORK

The capability framework describes the core capabilities and behaviours required of public sector employees, across all occupational groups. It provides a common foundation for creating roles, managing performance, development and career planning. Additional information can be found at: <http://www.psc.nsw.gov.au/workforce-management/capability-framework>

Participants who complete Time and Self-Management training will fulfil the requirements of the Foundational Descriptor Level as detailed below.

### Foundational Descriptor Level

<b>Personal Attributes</b>	<b>Display resilience and courage:</b> be open to new ideas. Offer opinions, ask questions and make suggestions. Adapt to new situations. Stay calm and do not give up easily when problems arise.
	<b>Manage self:</b> be willing to apply new skills. Show commitment to completing work activities. Look for opportunities to learn from the feedback of others.
<b>Relationships</b>	<b>Work collaboratively:</b> be supportive, co-operative and share information. Respond to others who need clarity and guidance. Help others with high workloads, and keep supervisors informed of work tasks.
<b>Results</b>	<b>Plan and prioritise:</b> plan and coordinate activity. Prioritise own work to achieve goals. Contribute to team work plans and goals. Understand team objectives and how work relates to achieving these.
	<b>Demonstrate accountability:</b> take responsibility for actions. Be aware of delegations and work within authority. Be aware of team goals and tasks. Follow safe work practices. Escalate any issues when identified.
<b>People Management</b>	<b>Optimise business outcomes:</b> use resources effectively. Inform customers about processes and decisions. Understand and use business principles to achieve work tasks and goals.

## CONTACT US

For further information regarding this training please contact:

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## IN-COUNCIL DELIVERY

If you have a number of people at your council or in your region that would benefit from this programme, this course is available for in council delivery. With any group size up to 20, room size permitting, we will come to your council and deliver a tailored version of the course designed for your team members.

In council training for one day | \$3,960 inclusive of GST

This inclusive price includes workshop material and travel expenses, as well as tailoring the programme for your councils specific training outcomes. The venue, audio visual and catering is to be provided by council.