

The purpose of the consortium is to foster collaboration among USG institutions in regards to professional development to facilitate benchmarking, share development resources and implement best practices.

Regional training centers and regional partnerships have been established throughout the USG.



Regional Training Center

Valdosta State University

Registration Assistance:
training@valdosta.edu

Customized Training:
Becky Murphy- 229-259-5106

Regional Partners

Abraham Baldwin Agricultural College

Albany State University

Bainbridge College

Columbus State University

Darton College

Georgia Southwestern State University

South Georgia State College

**FREE class offered through the
University System of Georgia
Professional Development Consortium.**

Organization and Time Management

Wednesday, October 22 from 1:30 PM - 5:30 PM

Valdosta State University — University Center Rose Room

This workshop will teach you the principles of organization and how they apply to every aspect of your life. You'll learn simple ways to change how you work that will help you get things done.

Learning Objectives:

- Shape your work day and set priorities
- Eliminate clutter one pile at a time
- Distinguish between things to keep and things to trash
- Create a system for files on your desk and your computer
- Set up systems for handling paper that will keep your desk clear
- Unclutter your mind trying to remember with simple ways to track projects, coordinate meetings, and keep everyone else on target
- Manage mail, e-mail, and voicemail overload
- Identify time wasters
- Prioritize work, handle interruptions, say no, and reduce procrastination
- Develop your complete system of organization using the skills you learn in the training

Instructor: Lt. Tim Yorkey, Training Specialist

Tim is a Training Specialist with the Employee and Organizational Development Department, a unit of Human Resources and Employee Development at VSU. As a Training Specialist, he specializes in Law Enforcement training and provides various topics of instruction to area Law Enforcement officers. He also instructs at the institutional level on a variety of topics which include First Aid/CPR, Defensive Driving, new staff employee orientation, customer service, management and leadership skills, communication skills, time management, and conflict management skills.

Register

Online-www.valdosta.edu/training,
Select Training Course Registration button
Select visitor login

OR

Call- VSU Employee Development 229-259-5105

