

Proactive Planning and Time Management for Greater Success

Presented by Dr Kris Needham

PROGRAM OVERVIEW

This workshop takes a highly proactive view of planning and time management. Participants have the opportunity to consider their current challenges in managing time and to learn some strategies to assist in meeting those challenges. The GROWTH model of coaching is used as a tool to facilitate discussion and develop agreed actions.

We are hardwired for learning, growing and moving forward but in a world of distractions it can be hard to know where to start. And even if we get started it can be hard to sustain our good intentions.

This program is for people who are:

- tired of setting goals and resolutions that fade fast
- dabbling with a number of competing areas and not really mastering any
- overloaded and feeling like everything is suffering.

PROGRAM DETAILS

This workshop program promotes a 'coach yourself' approach to proactive planning and time management for greater success.

Traditional strategies for managing time, such as prioritising or diarising, are successful in some situations. More success has been gained with strategies that develop and support responsibility for learning from the past, reflecting on strengths and forward planning.

This workshop blends emotional intelligence and Stephen Covey's time management matrix with a coaching approach, using the *australian growth coaching* GROWTH model of coaching. Participants work through reflection and collegial conversations to develop an individual plan that is sustainable.

By the completion of the six hour workshop participants will:

- clarify their priorities
- learn how to reflect/organise implement regularly and pro-actively
- plan for work/life balance
- learn efficient ways to increase productivity (without stress)
- draw encouragement and inspiration from working with others on these tasks.

ABOUT THE PRESENTER

Dr Kris Needham is an experienced facilitator and educator. She has been a school principal, education consultant, researcher and advisor. Kris has a particular interest in developing high performing teams, in organisational development and in continuous workplace learning for professional growth.

As a person with a passion for supporting others to be the best they can, Kris bases her work on bringing together 'the head, the heart and the hand' to combine the best of current research with a practical, contextualised and empathic approach.

Kris works professionally to support potential leaders to build coaching and mentoring strategies. Kris focuses on improving leadership practices through critical reflection, action research and appreciative inquiry, in order to maximize performance.

Dates **Wednesday 5 August 2009**

9.30am - 4.00pm

Venue

CSE
Mercer House
82 Jolimont Street
East Melbourne VIC 3002
Melways Ref: 2G B6

Cost

\$297 (inc GST)
Cost includes program materials, morning/afternoon tea and lunch.

RSVP

Wednesday 22 July 2009

Parking

As parking in the area is mainly 1 and 2 hour, it is advisable for participants to use public transport. CSE is a 5 minute walk from trams and trains. There is all day parking at the Melbourne and Olympic Park, Entrance D, Swan Street for \$10.00 per entry (subject to availability).

what **why** **HOW**

R E P L Y F O R M

This document will be a TAX INVOICE for GST once payment is made.

I/We wish to participate in the workshop **Proactive Planning and Time Management for Greater Success**, to be held on Wednesday 5 August 2009, 9.30am - 4.00pm, at CSE, Mercer House, 82 Jolimont Street, East Melbourne.

Please complete the registration details below. Confirmation notification will be by return email.
 Tick the boxes if you would like to receive regular email updates from CSE

First Name	Last Name	Email	
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>

School _____

Address _____ Postcode _____

Phone _____ Fax _____

School email _____

Individual dietary requirements _____

RETURN TO:

Please complete and forward this form with your remittance to:

Melinda Spiteri
 CSE
 Mercer House
 Level 1, 82 Jolimont Street
 East Melbourne VIC 3002
 Phone: 03 9654 1200
 Fax: 03 9650 5396

**Please fax your completed form to Melinda on 03 9650 5396.
 The cheque made payable to CSE should be forwarded separately.**

PAYMENT DETAILS:

For this document to be a TAX INVOICE for GST the following information must be completed in full and payment made.

No of staff attending: _____ @ \$297 (inc GST) = \$ _____

RSVP:

Wednesday 22 July 2009

\$270 + \$27 GST = \$297