



# Working Sm@rt®

## Foundation Programme

### Refresher Training

#### Priority Management Expertise:

Priority has spent 35 years researching best practices in the workplace & has trained 2.5 million people in the last 10 years. Most organisations have restructured the structures, restructured the work, restructured the processes but not restructured how people work. The past few years have changed how we operate considerably and it has been identified that we need to support staff so they feel equipped to handle the workload volume, demands, home/office set up and expectations in 'modern, flexible working'; we need to up-skill our people so they can optimise all the technologies we have, reduce work-related anxiety and perform successfully every day. We teach 'A Better Way to Work'.

#### Refresher Training Objectives:

- Revisit all Working Sm@rt best practices and ensure set-up is compatible with current version
- Focus on key priorities and delivering objectives successfully
- Adapting Working Sm@rt to today's modern world
- Revisit all the best practice behaviours and processes

#### Proposed Agenda: *Online, Instructor Led*

The following 2-hour programme is available to all employees who already attended Working Sm@rt in the past. The programme would be run on-line, in a live environment with participants applying the learning to their own work and office account. Time is built into this session to raise and address some of the key challenges currently facing staff with hefty workloads and juggling in the hybrid world. The following areas are covered:

#### Working Sm@rt

- The ethos and current best-practises around Working Sm@rt
- Set up for 365
- Focus on the Right Priorities with Daily/Weekly/Monthly planning
- Email, task and priority management
- Decision making and managing the choices you make
- Managing information with clear processes
- Feeling in control and managing work-related anxiety

#### Action Learning Review on Working Sm@rt and where can I still improve?

- What difference can I make to my team/part of the organisation I work in by working more effectively?
- Motivate to keep going!

#### Format:

- All to have attended Working Sm@rt previously

#### Costs:

- Contact **Gilly MacMorran** [gilly@prioritymanagementscotland.com](mailto:gilly@prioritymanagementscotland.com) for details



A Better Way To Work

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