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About this teleconference series: We realize that your time is important, and there's never enough of it . That is why MAHC is proud to bring you this teleconference series with just that in mind. Not only are the topics geared towards learning efficient time management skills that is key to getting the most out of your day, each session is short, sweet and gets right to the point. Take advantage of this great opportunity.

Each session is just 30-45 minutes! Take a break from your hectic schedule and pick up some great tips!

Time Management Skills for a Challenging Era

June 1, 2011

12:00 - 12:30 p.m. Central Time

Multiple demands and increasing expectations leave many workers wondering if it's possible to succeed in today's workplace. Internet based technologies and communication devices such as cell phones enable us to be work connected 24/7. While we've all been taught the value of goal attainment and efficiency, effective time management requires good time management skills and balancing work demands with self-care and relaxation. Participants will learn:

- The difference between urgent and important
- Techniques for generating an effective "to do" list
- Strategies for obtaining balance at work
- Skills to help avoid panic associated with feeling there is too much to do in too little time

It's Here Some Place: Organizing Skills for Busy Offices

June 15, 2011

12:00 - 12:30 p.m. Central Time

What's more frustrating than searching for an important document you saw yesterday and can't find today? Although computers promised us the paperless society, every employee understands that's one promise computers didn't deliver. If you'd like greater success in organizing your workspace, join us and you'll discover:

- Common organizing myths
- Skills for coping with clutter
- Techniques to help you gain control of disorganization

Style Strengths: Understanding Behavioral Differences

June 30, 2011

12:00 - 12:45 p.m. Central Time

Understanding ourselves and our coworkers is an essential tool for a productive work environment. While each of us brings technical skill to our jobs, it's important to understand we also bring our interpersonal skills to the workplace. They key to success in dealing with others is understanding. We develop that understanding through learning to identify style strengths and style flexibility. We'll also examine techniques for dealing with difficult behavioral styles. Join us to learn:

- Common behavioral styles
- Behavioral strengths associated with each of the 4 behavioral styles
- Techniques for using flexible communication in dealing with persons whose style is different from your own
- Techniques for dealing with four common difficult behavior styles

(Note: No CE's available for these sessions)

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