WISCONSIN CERTIFIED PUBLIC MANAGER PROGRAM

Essential Time and Stress Management Techniques

Core Competency Addressed in this Class:

Developing Self

Define how to manage time and stress, establish an individual plan to address work-related time and stress issues.

Class Duration: One Day

Objective

The purpose of this class is to help managers identify behaviors and attitudes that can help them manage their time and stress in order to increase their effectiveness in their jobs.

Desired Learning Outcomes

By the end of this class, participants should be able to:

1. Identify their personal time wasters and stressors.
2. Identify work stressors and collaborate on potential solutions.
3. Develop an individual plan to address either a time or stress management issue.
4. List a variety of resources to assist managers and staff with work-related stress.
5. Assess the effectiveness of their ability to manage stress and avoid burnout.

Instructors

Susan Fuszard (MA) is a trainer with Living on Purpose Training & Consulting who brings to her classes a wealth of experience in the area of employee assistance. She has taught college and university courses and developed trainings for law enforcement, education, health care, government, manufacturing and service industries. Susan is a Certified Employee Assistance Professional (CEAP).

Kay Lawrence (MPA, University of Iowa) is the Training Coordinator and Employee Assistance Program Director at the Department of Public Instruction. She previously worked as a policy analyst for the State of Wisconsin and in various positions with Dane County Human Services. Kay develops and facilitates professional development sessions on various topics including effective meeting skills, presentation skills, and respectful workplace.