

# Workload Management

**How to employ a range of tools and techniques to successfully juggle a demanding workload.**

**More and more people struggle with demanding workloads that can lead to stress and the loss of a healthy work-life balance. For many the increasing pressures of educational accountability have further blurred the lines between home and work.**

## Course Outline

This session helps delegates to address workload challenges by sharing a range of proven and practical tools and techniques. As a result delegates will be able to make significant and beneficial changes, working smarter, becoming more productive and enjoying a greater sense of wellbeing.

## By the end of this session delegates will be able to:

- Appreciate the features of good and bad practice in managing time
- Utilise a wide array of practical tools and techniques to work smarter and save time, increasing productivity and establishing a healthy work-life balance. These include
- managing interruptions, making effective use of technology and the creation of long term aims.

**Please note, cancellations received within three working days of the course, or failure to cancel, will be subject to an administration charge of £50. Cancellations can be made by calling us on 01603 303355 via SLA Online, or by emailing [governorservices@educatorsolutions.org.uk](mailto:governorservices@educatorsolutions.org.uk)**

## Audience

All Staff

## Trainer

Anna Palmer

## Date

14/11/2018

## Time

1.30 pm - 4.30 pm

***A free lunch is provided if you book training sessions in the morning and afternoon on the same day or attend an all-day session.***

## Venue

Norwich Professional Development Centre

## Cost

Free to subscribing schools  
£140 per delegate to non subscribing schools

## Course Ref

GOV-1118-T020



**For more information and to make a booking**  
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**or call 01603 307710**

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