

Time Management for the Professional

Growth Through Learning

In today's competitive and dynamic healthcare climate, it is critical to develop leadership skills to help team members reach their full potential. Our goal at Philips Healthcare is to train tomorrow's healthcare leaders today and provide support across all levels of the healthcare continuum.

Philips Leadership Excellence - PLE110

This course will present a clear process and user-friendly techniques for increasing professional time management skills. Adult learning theory states that lessons need to be applied and evaluated by adults for optimal learning. We integrate this theory into our training by incorporating individual exercises, assessments, role-play, teamwork, skill practice, coaching, and evaluations. This one-day workshop will be fun and interactive. Topics covered in this one day workshop include:

- What is time management
- Learn the direct relationship between event control, self-esteem and productivity
- Understand how to identify governing values
- Develop skills for planning, prioritizing, and decision-making
- Identify and eliminate time robbers
- The four human needs
- Creating balance
- Goal setting – long-term, immediate and daily
- Action planning

Time Management for Professionals (PLE110)



Course objectives.

Upon completion of this course, the participant will increase their ability to:

- Create personal governing values
- Understand why actions don't always match values
- Set priorities
- Identify and eliminate common time robbers
- Practice writing effective goals
- Improve productivity both on and off work
- Create a custom fit plan to balance work and life aligned with your priorities and values

Participants Receive

- Coaching throughout the session
- Evaluation of strengths/areas for improvement
- A workbook/reference manual

Pre-Work

Time Mastery™ Profile is required pre-work for this workshop

Faculty

Training Edge Facilitator
Philips clinical service specialist

Locations

Course may be held in Philips central locations in Alpharetta, Georgia; Bothell, Washington; and Cleveland, Ohio. Other locations may be offered.



For more information

Contact a Philips ultrasound clinical services coordinator at 800-522-7022 and visit our education catalog at

www.learningconnection.philips.com/ultrasound

