**EVERYDAY WORKLOAD MANAGEMENT**

**PROGRAM DESCRIPTION**

*"I am able to tick off ALL things on my to-do list everyday with time to spare!"* -- said no one ever!

Welcome to the workplace of the modern millennium! In our world today where there are business targets to meet, customers to handle, deadlines to beat, projects coming in one after another, and endless reports and administrative work, we often find ourselves trying to make it all fit in our day. Add to that, we face the minute-by-minute beeps, pings, and bleeps from our instant messages, emails, and social media alerts. We scramble to cross off as much items on our to-do list and strive to simply survive the day... everyday!

This program aims to teach participants how to cope with the increasing demands of the workplace through deepening their understanding of their work goals, clarifying success factors at work, and transforming common views and myths about time and productivity. Practical tips and tricks on how to work smart, beat the time bandits and avoid workplace distractions will also be discussed. Participants will learn to be more in control of their time and workload. The participants will also realize how balancing a busy workload with personal goals and projects is possible and can even enhance work productivity and contribute to more fulfillment.

**5 KEY BENEFITS**

This highly interactive workshop aims to enable participants to:

* **ORGANIZE WORKLOAD** through effective time and task planning, clustering and prioritization.
* **INCREASE PRODUCTIVITY** by focusing on high-impact activities and reducing low-impact interruptions, disruptions and time-wasters.
* **MAXIMIZE TIME &ENERGY** by clarifying work requirements better, improving delegation and scheduling skills, and replacing quick-fix stress management practices with sustainable recovery practices.
* **WORK SMARTER** through practical techniques that will enable them to reduce time and energy needed in getting things done.
* **ACHIEVE MORE IN WORK & LIFE** by applying a realistic process that links goal-setting with **DAILY DISCIPLINE** of getting things done - at work and at home.

**COURSE OUTLINE**

**1. Your Most Productive Day**

* What is a productive day like for you?
* Busy vs. Productive: A Time Management self-assessment

**2. REDUCING Your Workload**

* What will make an impact?
* Clarifying your goals
* Setting your critical success factors
* Productivity Myths and how to overcome them
* The Myth of Multitasking
* The Myth of Perfection
* The Myth of Inspiration and Preparation
* Productivity under Pressure and Procrastination
* Delegation

**3. TRANSFORMING Your Workload and Work Style**

* Self-awareness: Your Mood and Attitude
* Maximizing Your Peak Times
* Integrating Information: Overcoming Information Overload
* Productive Systems: Setting up a system that works for you
* Work-Life Hacks to Boost Productivity

**4. Balancing Your Day**

* Eisenhower's Time Box Model
* Urgent vs. Important
* Law of Forced Efficiency
* Making Your Calendar Work for you
* Aligning prioritiesx
* Effective scheduling techniques
* Locking In Your Personal Goals
* Dealing with Stress and Burnout

**5. Workshop Synthesis and Action Planning**

* Commitment  Building
* Action Planning

**WHO SHOULD ATTEND**

This program is highly recommended for employees in staff, supervisory, and managerial roles; entrepreneurs and business owners; as well as college students who aim to boost their productivity and personal effectiveness in dealing with everyday workload.

**PROGRAM FACILITATOR**

**Pia Reyes-Cruz** is a driven Human Resources and Organizational Development leader with 15 years in the pharmaceutical industry. She was formerly the Assistant Vice President for Learning & Development in Unilab where she was able to prove her ability to work with senior management teams in integrating HR functions and Orgaizational Development interventions within the business. Prior to that she worked for Johnson & Johnson Philippines as an HR Associate in the areas of recruitment, compensation, and employee relations.

She is skilled in different areas of organizational development, particularly workplace learning, performance and competency management, leadership development and career development. She has customized and facilitated countless training programs, teambuilding sessions, and visioning and values-formation workshops. She is a certified facilitator for Center for Leadership and Change, Inc. (CLCI) and Development Dimensions International (DDI).

She is currently a part-time instructor at the University of Asia & the Pacific, teaching courses in training and performance management systems under the Human Capital Development program.

Being a wife and a mom to four very young children, she has begun applying corporate concepts of visioning, talent development, situational leadership and time management to the most challenging organization she's worked for - her home.

Pia graduated with a degree in BS Psychology from the Ateneo de Manila University and an MA degree in Organizational Psychology from Columbia University, New York.

**RESERVE-NOW-BEFORE-IT'S-TOO-LATE! FORM**

**TO REGISTER:**

1. Fill out the form below and email us at seminars@saltandlight.ph

2. Fill out the form and fax to 813-2745

3. Send the form together with your company check to

**Breakthrough Leadership Management Consultancy, Inc.**

**2/F HPL Building, 60 Sen. Gil Puyat Avenue, Makati**

**TO INQUIRE:**

1. Call 830 2191 or 887 1571, look for Juliet

2. Email us at seminars@saltandlight.ph

**5THEVERYDAY WORKLOAD MANAGEMENT**

**Facilitated by Pia Reyes-Cruz**

February 19, 2020 | 9:00 AM to 5:00 PM |Joy~Nostalg Hotel & Suites Manila, Ortigas Center

*//source: Everyday Workload Management5\_Pia Reyes-Cruz\_February 19, 2020\_OP\_Website*

**YES!** Please register \_\_ participant(s) for this seminar/workshop!

**LEARNING INVESTMENT:**

|  |  |
| --- | --- |
| [  ] **Best Buy Rate:**Php7,077 +12% VAT | [ ] **Early Bird Rate:**Php 8,077 +12% VAT  |
|  [  ] **Regular Rate:**Php 9,077 +12% VAT | [  ] **Walk-in Rate:**Php 9,577 +12% VAT |

**[ ] Best Buy Rate -Get 1 FREE SEAT by booking for 3 SEATS**

**Workshop fee includes**:

* AM & PM snacks
* Lunch
* IDs
* Manuals
* Certificates

**TERMS:**

1. Participants availing of the **Best Buy Rate or Early Bird Rate** will be given five (5) working days to settle their fees after the promo deadline. Next applicable rate shall apply if the participant fails to settle his/her fee within the five (5) working day period.
2. **Gift Certificates/Discount Vouchers** from Breakthrough Leadership or Salt & Light Ventures shall only be applied on the Regular Rate. All other promos (2 or 3+1 promo, Group and Suki discounts) are not applicable when GCs or vouchers are applied.
3. **Cancellation** seven (7) working days before the event, whether paid or unpaid, or a no-show during the event will not be honored. Failure to inform of your cancellation before the seven-day deadline will result to 30% charge to your account. This will serve as secretariat and banquet fee. Cancellation should be in writing and emailed or faxed to us.
4. Seminar participation may be transferred to another person in the same company.
5. If you wish to move your reservation to another seminar happening within the calendar year, please note that the rate of your updated seminar choice will be applied. Should the prevailing rate be higher than the initial learning investment already paid for, please settle the balance prior to the seminar date. Promo seats cannot be moved or transferred to another date or seminar.
6. We reserve the option to cancel or reschedule an event if minimum number of participants is not reached.
7. This reservation form, when completed, may also serve as your billing invoice.
8. All seminar fees must be prepaid.

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| **COMPANY DETAILS** |
| **NAME OF COMPANY/ORGANIZATION(BIR-REGISTERED NAME)** |
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| **COMPLETE ADDRESS (Address:Flr/Bldg/St.Village/Bgy./City)** |
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| **INDUSTRY** |
|  |
| **PRODUCT/SERVICES OFFERED** |
|  |
| **WEBSITE                                                 COMPANY TIN# (REQUIRED)** |
| **[  ] VAT      [  ] Zero-Rated or VAT Exempt** |

*\*For zero-rated or VAT exempt companies, please include your Certificate of Exemption or PEZA registration. Provide Form 2307 or Certificate of Tax Withheld if payment done with tax withheld. Please withhold only 2% as we are classified as suppliers or contractors of services.*

**RESERVING OFFICER'S DETAILS       [  ] MR      [  ] MS      [  ] MRS      [  ] DR      [  ] PROF**

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| **FULL NAME** |
|  |
| **NICK NAME** |
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| **CIVIL STATUS:  [  ]Single   [  ]Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN *(for personal reservation)*** |

**PARTICIPANT'S DETAILS**

**PARTICIPANT 1                  [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

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| **FULL NAME** |
|  |
| **NICK NAME** |
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| **CIVIL STATUS:  [  ]Single   [  ]Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_ [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**PARTICIPANT 2              [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

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| **FULL NAME** |
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| **NICK NAME** |
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| **CIVIL STATUS:  [  ] Single   [  ] Married** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_    [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**NOTE:**

* For more than two (2) participants, kindly add more sections to the registration form.
* Putting your mobile number is optional. It's only to be used in case we need to confirm or inform delegates of urgent, last minute changes and in case of emergencies, i.e. weather disturbances, speaker changes, etc.
* Kindly indicate your own TIN if making a personal reservation.
* Inform the secretariat by emailing seminars@saltandlight.ph if the seminar seat will be transferred to another participant within the same company.
* **Billing processing** takes two to three (2 to 3) working days upon receipt of your reservation.
* Please reconfirm your reservation if you do not receive your billing or any confirmation from us through email, call, or SMS.
* For **invoice** concerns, please call Irene at (02) 889-1111 local 765.

*//source: Everyday Workload Management5\_Pia Reyes-Cruz\_ February 19, 2020\_OP\_Website*

**KINDLY SELECT ONE OF THE FOLLOWING PAYMENT METHODS:**

[  ] **By Cheque.** I will send check payment to your office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[  ] **By Pick-up.** Please pick-up our check on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time/date).

***Made payable to Breakthrough Leadership Management Consultancy, Inc.***

[  ] **By Bank Deposit.** (Scan copy of deposit slip with your name and seminar title and send to seminars@saltandlight.ph)

     Kindly remit the money to the following. bank details:

     Company Name: Breakthrough Leadership Management Consultancy, Inc.

     TIN #: 008-524-715-VAT

     Account #: BPI CA#3711-0082-83, Gil Puyat, Makati Branch

     Account #: Chinabank CA#143-176931-7 Gil Puyat, Makati Branch

**GROUP DISCOUNTS:**

Knock off a couple of pesos off our rates when you register in groups! Call us to inquire about our group discounts.

\* 3 delegates - Less P 300 per delegate

\* 4 delegates - Less P 400 per delegate

\* 5 or more delegates - Less P 500 per delegate

**SUKI DISCOUNTS & INCENTIVES:**

Salt & Light Ventures' regular customers get an additional P500 discount per person when booking on top of Early Bird Rates and Group Discounts.

*Please note that our regular Group Discounts and Suki Discounts & Incentives are not applicable with our 2+1 and 3+1 promos.*

**IN-HOUSE:**

We'll bring this workshop right at your base - customized and personalized to fit your training needs. Grab this opportunity to train your whole staff and attain results faster and simultaneously. Call 830 2191 or 887 1571and look for Jenna or Kevin, or email seminars@saltandlight.ph for more details.