Skill Dimensions

## *Taking Control:*
## *Are you controlling work or is work controlling you*

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|---|---|
| July 6th Saint John | Aug 10th Saint John |
| July 7th Moncton | Aug 11th Moncton |
| July 8th Halifax | Aug 12th Halifax |


**Skill Dimensions Inc.**

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Specializing in sales, client service, sales/service management and leadership training, Skill Dimensions Inc. was established in 1997.

Along with an extensive curriculum of learning programs, we are known for our ability to develop custom training solutions that incorporate the ñreal worldò elements of our clientôs work environment and address unique learning requirements.

We offer a range of consulting services and training programs targeted to meet specified learning and development outcomes.

For a complete list of our consulting and training offerings, please contact Shelly Fowlie at 506-855-5593 or

*sfowlie@nb.sympatico.ca*

## *Program Outline ~ Taking Control*

This program is for those of us who feel that we are somewhat like the hamster on the wheel. We are running full speed ahead yet feel like we arenôt getting anywhere. In this session we look at practical strategies to address three key areas that have an impact on how we manage our workload: high email volumes, unproductive meetings and constant interruptions.

During this half-day program you will be challenged with concepts and new tools that will allow you to create a plan with specific action steps to:

- Increase meeting effectiveness
- Manage high email volumes
- Reduce the amount of interruptions

***Activities & Agenda***

Introduction ï Who is in control you or work?

Assessing your level of control ï and identifying personal style elements that impact your approach

Email ï strategies and solutions
Best Practices for managing email

Meetings ï adding discipline and structure to increase effectiveness
Best Practices for effective meetings

Interruptions ï planning for the unexpected
Best Practices for reducing interruptions

Developing your action plan

This program is offered at $225.00 per participant. To maximize value for participants, space is limited.

***What participants have said about this program:***

*"A reality check bringing things back into proper perspective, I need to take back control."*
*"Offered constructive solutions to deal with the issues."*
*"Tangible strategies I can apply to my day to day activities."*
*"Simple and quick solutions."*

**The Facilitator**

President of Skill Dimensions Inc., Shelly Fowlie brings to these programs 20+ years of experience in instructional design and training delivery. Taking the learning and experience gained within the Telecommunications and IT industry; Shelly launched Skill Dimensions Inc. in 1997. By leveraging her experience in sales consulting and Human Resource management, she has built a course curriculum rich in practical tools and targeted skill development. With clients throughout Canada and the US, Shelly has developed a reputation for providing learning solutions that deliver results.