



Time Management Training Calendar

This two-hour training teaches employees the principles of time and self management, to identify their time wasters, and how to develop an action plan that reduces those time wasters.

The remaining session scheduled for 2010 is:

- Tuesday, December 14 from 9 am – 11 am

The sessions scheduled for 2011 are:

- Tuesday, March 29 from 2 pm – 4 pm
- Tuesday, September 27 from 9 am – 11 am

Organization Development & Training Division

Our mission is to constantly build organizational effectiveness by providing the material and conceptual resources needed to improve performance and enhance the quality of work life. We are committed to the continuous growth and development of our people.