

HR Council

Troy Area Chamber of Commerce

June 16, 2010

Troy HR Council Professional Development Workshop

This workshop will provide 3 credit hour for PHR/SPHR recertification

9:00 AM - 12:15 PM

Location: Market Square Community Room, 3rd Floor
405 SW Public Square
Troy, OH 45373
RSVP: 937-339-8769 ([directions](#))



Lori Firsdon

[BIO](#)



Barb Warner

[BIO](#)

Get Organized...Get Noticed! It's easier than you think!

One of the biggest hidden costs in corporate America is unproductive time. Unfortunately, this cost often goes unnoticed, because a check isn't being written monthly for this expenditure. The average American spends 55 minutes per day looking for items they own, but cannot find. In addition, much unnecessary time is spent in the workplace on non-urgent interruptions, lengthy or unneeded e-mails, too many meetings, searching for paper and more. Hours a day add up big! The cost of being busy, rather than productive, equates to millions of dollars per year for companies. Whether it's 10 employees or 10,000 employees, the math will astound you. So what techniques do you have in place to streamline the efficiencies in your work setting?

In this information packed session, you will learn key organizing strategies you can apply to work and home environments. Several key topics which will be discussed include: Setting up and managing an efficient office/desk area, managing current papers and incoming papers you deal with on a regular basis, key filing techniques to make filing easy and quick retrieval possible, delegating to others, managing those endless interruptions which include people, electronics and e-mail and more. In addition, learn life long organizing tips which apply to you which help you make key decisions on what to keep in your life. Finally, you'll learn how to manage a categorized to-do list, along with all those action papers and work and home. Imagine...getting noticed more at work and feeling less stressed at home! Join us for this fun and informative session.

Lori Firsdon and Barb Warner, speak from experience. They help companies and individuals on how to reduce the "busy" in your day so you can focus more on the "productive" side of your position. When proper solutions are implemented and maintained within workgroups, a noticeable difference is made to the bottom dollar in a company.

Please fax this response form to the Troy Area Chamber of Commerce
Fax: (937) 339-4944 or register on our website: www.troyohiochamber.com

Member: \$49.00 Non-Member / Guest: \$69.00
Reservations not cancelled by June 15, 2010 will be billed

Name: _____ **Company:** _____

Name: _____ **Company:** _____

Reservations must be received by noon on Tuesday, June 15, 2010