

Half-Day Workshop

9:30am *Intro to day and first topic*

Aligning your goals with the company

9:15am *Exercise One: Facing Personal Professional Goals*

9:30am *Exercise Two: Discovering Company Goals*

9:40am *Exercise Three: Aligning Personal Goals with Company Goals*

Becoming a Positive Influence

10:00am *Intro to second topic*

10:10 *Group Exercise: Naming negative/unhelpful statements*

Both by others and by you

10:20am *Group Exercise: Thinking through helpful statements*

10:30am *Preparing for realignment amongst colleagues*

15 minute break

Creating a Personal WFMS

10:45am *Intro to third topic (memory/single place and retrieval)*

11:00am *Identifying various systems and their weaknesses*

11:10am *Essential elements of any WFMS*

11:30am *Choosing a WFMS platform (paper v electronic)*

11:50am *Conclusion: Putting it all together*