



**Geauga Growth Partnership in collaboration
with Steve Peter Human Resource Consulting
is offering a course on
Work Management**

Where did the day go?



I'm getting further and further behind!

My "To Do" list is getting longer every day!

Effective resource allocation is critical to business success.
Time is your most important resource to be managed.

It's all about habits, support, and structure. Our **Work Management** class teaches:

- Managers how you can organize, prioritize and create systems to help juggle the multitude of tasks required to manage an effective team
- Individual contributors how to identify your "bad" habits and transform them into "good" habits to increase your productivity

Regardless of your responsibilities, your habits either move you toward your objectives or away from your objectives. **Work Management** helps you analyze current habits and alter them to be effective in managing your work.

Work Management

August 2, 2017

9:00 a.m. to 12:00 noon

To register, email info@geaugagrowth.com or call 440.564.1060



Steve Peter has over 30 years of experience in Human Resource Development, working with a wide range of employers from large corporations to small entrepreneurial firms.

