Creating Efficiencies Within Your Office

Do you work in an environment where there are constant changes and complexities that make keeping up with daily tasks difficult? This session is designed to discuss best practices in the following areas:

- Hiring to increase likelihood of success in the position
- Training new employees effectively
- Cross-Training current employees more effectively
- Analyzing employees’ strengths and interests to maximize their potential
- Creating a comprehensive instruction manual
- Gathering data to better inform your decisions
- Developing metrics to gauge productivity
- Utilizing techniques to maximize time management
- Creating a calendar to maximize staffing
- Improving morale

PROGRAMS FOR FALL 2018

If you require accommodations due to a disability in order to participate, please contact 512.245.7899 at least 72 hours in advance of the event.

To register, visit: ibis.sap.txstate.edu