



YOUR COURSE SCHEDULE-AT A-GLANCE

Thursday, October 20th, 2016

8:30 AM - 9:30 AM - CONTINENTAL BREAKFAST

A continental breakfast and coffee, tea and juices will be served prior to the morning session.

9:00 AM - 10:15 AM - STRATEGIC EXECUTION: Getting it Done

Every day, you're judged by your ability to manage projects, priorities and deadlines. At this essential session, you will develop the understanding, skills, and confidence to put your personal and organizational strategies into action. You will learn how to identify and deal effectively with the urgent task, the unimportant task and other people's priorities.

10:15 AM - 10:30 AM - REFRESHMENT BREAK



10:30 AM - 11:45 AM - STRATEGIC EXECUTION: CONTINUED

11:45 AM - 12:00 PM - CONCLUSION AND EVALUATION

12:00 PM - ADJOURN



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