IMPROVING PERSONAL AND WORKGROUP PRODUCTIVITY

Course Focus

One key to productivity is managing your time more effectively. In this course, learn to identify common timewasters and break inefficient habits as you explore the principles of effective time management. Find out how to manage your time better, whether you are on your own or working with others.

Who Should Take this Course?

This course is necessary for all managers, supervisors, and team leaders at any level of the organization and in any industry who want to learn to make their workdays more productive.

Course Benefits

After completing this course, participants will be able to:

- Manage your own time more effectively
- Perform a personal evaluation of time management to improve individual and group activity
- Apply the principles of effective meeting preparation and management
- Manage meeting participation for high-quality outcomes

Course Topics

This course explores the elements of time management, from prioritizing tasks to beating procrastination. Because meetings have been shown to take up a significant portion of a manager’s day, the course also looks carefully at how you can plan, prepare for, and facilitate team meetings to ensure active participation and achieve high-quality outcomes. It includes opportunities for you to reflect on your own challenges and to create a plan to improve your skills.

Pricing & Registration

The online course price is US$769. Register online at:

hotelschool.cornell.edu/execonline
Course Format

Our online courses take a problem-based approach to learning, and we build each course around realistic case studies and scenarios. All courses are self-paced, and are managed by an online facilitator who leads the online discussions and is available to answer any questions about the course content. You will have a 2-week instructional period at the beginning of the course within which you will complete the required elements of the course. You will have access to the course content for one additional week following the instructional period.

Number of Hours to Complete Course: 6

This course is part of an online certificate:

- Certificate in Leading Customer-Focused Teams
- Master Certificate in Hospitality Management
- Master Certificate in Foodservice Management

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