



# ACT CPD Property Management



*Use time management to handle your workload more effectively*

## Summary

This CPD workshop is designed for registered and licensed property managers who want to develop strategies, tips and techniques to improve their time management skills. Participants will learn to use time more wisely and manage their workload more effectively. The workshop will provide property managers with strategies on how to proactively manage their typical working day and how to deal with stress and its effects on personal wellbeing.

## What you will learn

After attending this workshop participants will have the skills and knowledge to

- explain the principles of personal effectiveness
- identify methods to organise their own work schedule
- develop a range of strategies to become more productive
- discuss methods of dealing with stress and dealing with the effects on personal well being
- explore new thinking skills to develop innovative and time efficient solutions and ideas
- develop improved decision making skills to solve problems quickly

## CPD points

On successful completion of this workshop, real estate participants will achieve 8 of the required 12 points of professional development to meet the ACT Office of Regulatory Services (ORS) conditions for the renewal of a licence or certificate of registration.

## Details

Date: Wednesday, 6 June 2012

Time: 8.30am - 4.30pm

Where: WISDOM Learning Centre Fairbairn ACT

Cost: \$440, including all materials and gourmet catering

## How to register

Register online at [www.wisdomlearning.com.au](http://www.wisdomlearning.com.au) or contact us for more details.