

MANAGING CHAOS: TOOLS TO SET PRIORITIES AND MAKE DECISIONS UNDER PRESSURE

How to manage more effectively in a constantly changing environment

Seminar #2261

Overview

Learn to transform unproductive confusion and disorder into controllable challenges. This seminar equips you with fast, effective tools to plan your day and adjust to shifting priorities and demands—with less stress and greater clarity. You'll leave knowing how to apply the appropriate techniques to alleviate, clarify and eliminate chaos within your control.

Schedule

- [2] days

- [2] days - \$1,995 Non Members
- [2] days - \$1,795 AMA Members
- [2] days - \$1,537 GSA

Credits

1.2 CEU /12 PDU

Schedule

We have 37 scheduled sessions located nationwide starting between 6/4/2012 - 2/21/2013

Date	Location	Duration
Jun 4, 2012 - Jun 5, 2012	Chicago, IL	2 Days
Jun 7, 2012 - Jun 8, 2012	San Francisco, CA	2 Days
Jun 11, 2012 - Jun 12, 2012	Arlington/Washington DC, DC	2 Days
Jun 14, 2012 - Jun 15, 2012	New York, NY	2 Days
Jul 9, 2012 - Jul 10, 2012	San Diego, CA	2 Days
Jul 12, 2012 - Jul 13, 2012	Chicago, IL	2 Days
Jul 16, 2012 - Jul 17, 2012	New York, NY	2 Days
Jul 19, 2012 - Jul 20, 2012	Arlington/Washington DC, DC	2 Days
Jul 26, 2012 - Jul 27, 2012	Denver, CO	2 Days
Aug 6, 2012 - Aug 7, 2012	San Francisco, CA	2 Days
Aug 20, 2012 - Aug 21, 2012	New York, NY	2 Days
Aug 23, 2012 - Aug 24, 2012	Chicago, IL	2 Days
Aug 27, 2012 - Aug 28, 2012	Arlington/Washington DC, DC	2 Days
Sep 10, 2012 - Sep 11, 2012	Cincinnati, OH	2 Days
Sep 17, 2012 - Sep 18, 2012	New York, NY	2 Days
Sep 27, 2012 - Sep 28, 2012	Arlington/Washington DC, DC	2 Days
Oct 1, 2012 - Oct 2, 2012	Chicago, IL	2 Days
Oct 1, 2012 - Oct 2, 2012	Dallas, TX	2 Days
Oct 8, 2012 - Oct 9, 2012	New York, NY	2 Days
Oct 11, 2012 - Oct 12, 2012	Atlanta, GA	2 Days
Oct 22, 2012 - Oct 23, 2012	Arlington/Washington DC, DC	2 Days
Oct 29, 2012 - Oct 30, 2012	San Francisco, CA	2 Days
Nov 1, 2012 - Nov 2, 2012	Chicago, IL	2 Days
Nov 8, 2012 - Nov 9, 2012	Arlington/Washington DC, DC	2 Days
Nov 15, 2012 - Nov 16, 2012	New York, NY	2 Days
Nov 15, 2012 - Nov 16, 2012	Los Angeles, CA	2 Days
Dec 3, 2012 - Dec 4, 2012	Chicago, IL	2 Days
Dec 6, 2012 - Dec 7, 2012	New York, NY	2 Days
Dec 10, 2012 - Dec 11, 2012	San Francisco, CA	2 Days
Dec 13, 2012 - Dec 14, 2012	Arlington/Washington DC, DC	2 Days
Dec 17, 2012 - Dec 18, 2012	Boston, MA	2 Days
Jan 14, 2013 - Jan 15, 2013	New York, NY	2 Days
Jan 24, 2013 - Jan 25, 2013	Arlington/Washington DC, DC	2 Days
Jan 31, 2013 - Feb 1, 2013	San Francisco, CA	2 Days
Feb 4, 2013 - Feb 5, 2013	New York, NY	2 Days
Feb 11, 2013 - Feb 12, 2013	San Diego, CA	2 Days
Feb 21, 2013 - Feb 22, 2013	Arlington/Washington DC, DC	2 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Reduce, clarify and eliminate chaos within your control
- Identify, analyze and determine priority of your workday
- Use a daily action plan to allocate time and energy
- Remain focused and act more decisively when priorities shift
- Become more assertive and strategic in your communication
- Manage interruptions and conflicts with greater ease
- Utilize the right tools to balance and manage tough choices

What You Will Cover

- Define chaos you can control
- Critical thinking and problem-solving tools to make tough decisions
- Identify good decision-making considerations
- Assess problems before rushing to solution
- Management issues: planning, workload resources and micromanaging
- How to manage changing priorities and shifting demands
- Understand proactive vs. reactive work approach; time managers vs. priority managers
- Analyze and negotiate how you spend your time
- Employ assertive responses in all situations
- Effectively decline requests from managers, peers and customers

- People issues: how to manage different viewpoints and personalities

Who Should Attend

Anyone facing shifting priorities, expanding workloads, tight deadlines, organizational restructuring, multiple projects and increased uncertainty.

Special Feature

This Seminar Features Blended LearningAMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led se
This Seminar Features Blended Learning

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner - producing a greater return-on-investment for the employer and the seminar participant

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)