**Productivity and Communication Training Day**

**May 13, 2022**

**8:30 am – 12:25 pm E.T.**

**Register:** <https://goto.webcasts.com/starthere.jsp?ei=1544438&tp_key=210664f425>

**At the end of the session, you will be able to:**

**Productivity and Time Management**

* Identify skills and techniques used for effective time management
* Discuss ways to prioritize your work for increased productivity
* Discuss techniques to effectively manage your time and reduce stress in your daily life

**Contentious Communication**

* Select the best approach to addressing a challenging communication from among five typical strategies
* Explain the interplay between goals and emotions that can create a challenging conversation
* Identify how to compare and contrast at least two processes for de-escalating a difficult conversation

**Schedule**

**8:30 – 8:35 a.m.** Welcome, housekeeping, including CPE info on how to obtain GIB credits, Introductions

**8:35 – 9:50 a.m.** – **Productivity and Time Management-Part 1**

**Instructed by Jim Kreiser**

This session will discuss skills and techniques for effective time management and increasing your productivity. Effectively manage your time. Reduce stress in your daily life. Prioritize your work for increased productivity.

**9:50 – 10:05 a.m. – Break**

**10:05 – 10:55 a.m. – Productivity and Time Management-Part 2**

**Instructed by Jim Kreiser**

This session will discuss skills and techniques for effective time management and increasing your productivity. Effectively manage your time. Reduce stress in your daily life. Prioritize your work for increased productivity.

**10:55 – 11:10 a.m. – Break**

**11:10 – 12:25 p.m. – Contentious Communication**

**Instructed by Brian Remer, HR Training & Engagement Specialist III, State of Vermont**

It seems like a simple thing; we are constantly communicating. Yet we are continually learning more about how to communicate better. In this workshop we will review some best practices for communication – especially in challenging situations. We will provide new theories about the role of emotions and goal achievement that explain why conversations can become contentious. And we’ll share several strategies to de-escalate a heated exchange before it becomes more toxic.

**Who should attend this program:** Accounting and business professionals

**CPE**

Prerequisites: None   
Program level: Overview  
Advance preparation: None  
Delivery method: Group Internet Based

Recommended CPE: 4 credits Personal Development

**NASBA Statement**

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