



Workshops offered in partnership with changewerxs

The Mission Region Chamber of Commerce and Changerwerxs have partnered to presents a series of workshops to examine the silent factors that can impact personal and workplace productivity and work satisfaction. In these *highly interactive* two- and half-hour workshops you will learn how making small changes to habits can drastically improve the levels of productivity and efficiency in your business or work. This allows you to get more quality work done, reduce the amount of time spent on unnecessary tasks, and improve work satisfaction.

Registration: Contact Jamye Dobson at

E-Mail: events@missionchamber.bc.ca

Visit Website: <https://www.missionchamber.bc.ca/>

Or Phone 604-826-6914

Time Management for Business Owners, Managers, and Entrepreneurs

Date: 3rd. April, 2019; 9:00-11:30

You may often find yourself taking on a variety of tasks and challenges in your working week. From managing accounts to managing projects and staff; the typical working day of a business is never simple. Effective time management skills are fundamental to business success. Both the successful managing of a business and a happy healthy home life depend on work-life balance.

The key to juggling your day and many of the demands for your attention is time management. This workshop will assist you to understand time management and provide tips to use your time wisely and effectively.

In this workshop, we will explore:

- What it is?
- Time stress questionnaire,
- Time wasters and
- Eisenhower / Covey's Decision-making Matrix.

Stress in the Workplace – Managing the Constant

Date: 2nd. October 2019; 9:00-11:30

Whether you are a business owner, manager or employee stress is a constant because of the pressure of sustaining and growing a business, maintaining sales or satisfying clients. With stress levels reaching new highs, it's more important than ever to take steps to control and reduce stress.

This course will introduce participants to the complex issue of stress in the workplace, what workplace stress is, its causes and impacts, what is good stress and what is bad stress, and which stresses we can control and which are the most important to change. The focus of the workshop is to assist with the personal management and reduction of stress in the workplace.

Topics include:

- Causes of workplace stress
- Organisational factors vs. individual/personal factors
- Impact on staff and organisations
- Workplace stress as a health and safety hazard
- Recognising the signs of workplace stress
- What employers can do
- Managing stress
- Tips to help prevent, eliminate and reduce workplace stress

Managing Procrastination For Improved Productivity

Date: 6th. November, 2019; 9:00-11:30

Procrastination can be a big problem for businesses owners, managers, and employees. It's so easy to get distracted when you cannot find the motivation to keep working or when you are just too tired and cannot get your productivity back.

However, everyone needs to know how to deal with procrastination so it doesn't impact your productivity. Learn why we procrastinate and delay what we know needs to be done. This workshop will examine the nature of procrastination and its relationship to other behaviours.

Content of the workshop will cover:

- Why we may procrastinate
- Types of procrastinators
- Behavioural outcomes
- Strategies for intervention in relevant areas of procrastination and
- Time management tools

What Chamber Members Said About the Fall 2018 Workshops

- ▶ Thank you so much
- ▶ It was very enjoyable – super informative
- ▶ Thank you for the helpful handouts!
- ▶ Would like to have more time on topic
- ▶ Goals/Relationship matrix
- ▶ All – will send an office staff memo
- ▶ Excellent job!
- ▶ Overall awesome
- ▶ Love the enthusiasm
- ▶ Great, would be interested in more