

Boston Region Preview

Upcoming Event Announcement

Course:	FOCUS: Achieving Your Highest Priorities™
Level:	Foundational Curriculum
Audience:	All Firm Employees (Professional and Administrative Staff)
Cost:	\$199.00 per person
CPE:	8 CPE credits
Dates:	June 16, 2011
Location:	John Hancock Hotel & Conference Center 40 Trinity Place, Boston, MA 02116
Meals:	Continental breakfast and deli lunch included

Timing:	1 Day	Delivery method:	Group/Live
Program level:	Basic	CPE credits:	8
Field of study:	Personal Development	Course #:	FN004
Prerequisites:	None	Competencies:	Accuracy; Integrity; Results Oriented
Pre-work:	None		

Description:

Appropriate for all firm employees (professional and administrative), FOCUS: Achieving Your Highest Priorities™ is an engaging, one-day, facilitator-led workshop that helps participants learn how to clarify, focus on, and execute their highest priorities. Participants master the skills of planning their weeks and organizing their days so their time is spent on tasks that align with their firm's highest priorities. They will also discover how to clearly define individual goals, break them down into key tasks, eliminate unnecessary activities, reduce stress, and create a more balanced work environment for themselves and their colleagues.



Facilitator: Beth Burright

Beth is a facilitator and coach in the organizational development, human resources, and training services division of The Growth Partnership. She possesses in-depth expertise in values-based strategic planning, in facilitating personal productivity seminars, and in designing experiential-based learning workshops.

Beth has designed and led values-based strategic planning initiatives in a number of organizations ranging from small divisions to an organization of more than 5,000 employees. She has taught more than 1,000 personal productivity seminars to hundreds of companies and government organizations in the United States and Asia.