



AUSTRALIAN PUBLISHERS ASSOCIATION

*professional development*

**NEW!**

## **Priorities, Projects & Time Management**

**Melbourne Tues 1 April 2008    Sydney Wed 16 April 2008**  
**9 a.m. – 4.30 p.m.**

Being successful within the contemporary publishing environment requires the ability to plan and juggle multiple projects, and to really stay focused on priorities as demands change around you.

This one day workshop will give you practical tools and strategies to support the multiple demands on your time – and establish the vital sanity-saving factors you can use creatively to manage projects big and small.

**Presenter    Amanda Phillips**

*“Just tell me which workshop Amanda is presenting this year – and I’ll attend it.”*  
Manager, APA Member

Amanda is an exciting and energetic trainer who has delivered workshops for the APA regularly for 5 years and has worked in-house with numerous publishing industry teams. With a good understanding of the publishing industry you will find her program practical, challenging and enjoyable. Guaranteed! She has never had negative reviews. Amanda specialises in all areas to do with people, projects and getting best results from diverse situations.

### **Workshop content will include:**

- Projects in the publishing environment – what’s currently working and what’s changed?
- What are the critical elements of every project?
- Priority – knowing what is really important NOT just urgent
- Prioritising projects – what does it take to manage multiple demands?
- Time management truths – all about your habits and time wasters!
- Email – and other interruptions
- The People Factor!
- Planning Tools - Gantt Charts and the Critical Path Method (CPM)
- The essentials of planning, priority and review + monitoring for success
- Action plan

### **Key Learning Outcomes**

#### **By the end of the workshop you will be able to:**

- Use practical project planning tools aligned for the publishing environment
- Identify your own time management issues – and how to deal with them
- Apply creative planning strategies to your work
- Understand and apply priority planning to your work
- Improve the planning of your work flow and work patterns using practical tools and tactics
- Implement work communication tactics to manage multiple demands
- Recognise the difference between urgent and important demands on your time – and know what to do about it
- Establish an approach to improved management and communication around an ever changing and demanding work flow.

## Who should attend?

This program is designed for all those who want to improve and update their skills and strategies in managing time, priority allocation and projects in the publishing industry.

Once you are managing the multiple strands of jobs, people and schedules – it is vital to be able to work effectively on multiple projects (big and small). This program is for those who must combine flexibility and achievement with getting the best benefit out of their role and resources.

## Catering

Lunch and morning and afternoon refreshments will be provided.

## Venues

**Melbourne:** Tuesday 1 April 2008 9a.m. – 4.30 p.m.

**Venue:** Seasons Botanic Gardens, 348 St Kilda Road, Melbourne, VIC 3004 Tel: 03 9685 3000

**Sydney:** Wednesday 16 April 2008 9a.m. – 4.30 p.m.

**Venue:** Medina on Crown, 359 Crown Street, Surry Hills, Sydney, NSW 2010 Tel: 02 8302 1000

## Cost

\$410 APA members;  
Society of Editors members [please provide proof of Society membership]  
Society of Authors members [please provide proof of Society membership]

\$450 Non-members

## Further information

**Please note:** This workshop and variations on the topic are available for in-house programs. Amanda will tailor the course to specific requirements. Both John Wiley & Sons and Scholastic Australia arranged successful in-house workshops through the APA in 2007, using Amanda Phillips.

If you have any questions about the workshop or in-house training possibilities, please contact Dee Read, Industry Professional Development Manager, at the Australian Publishers Association  
Tel: 02 9281 9788

### To Register:

Fill in the registration form at <http://www.publishers.asn.au/training.cfm>

and fax FAO Dee Read to 02 9281 1073

or email to [dee.read@publishers.asn.au](mailto:dee.read@publishers.asn.au)