

*Webinar on*

# **Managing The Brouhaha Of Chaos In Your Workplace: Solutions For Surviving The New Workplace Norm**

*Date : 08 March 2019*


# Learning Objectives

*To analyze what creates chaos for you at work*

*To use specific assertiveness techniques to establish your boundaries when overwhelmed*

*To examine 5 tools to apply when determining your priorities, managing time, reducing stress, multitasking and managing interruptions*

*To identify decision making techniques to use when under pressure*



*To manage information overload such as e-mails, data, tweets, posts and phone messages to minimize burnout*

*To discuss chaos created by your boss and colleagues such as shifting priorities, unclear direction, unstable processes and a disengaged boss*

*To determine your day's priorities*

*To explore how the brain processes information and its relationship with multitasking*

This webinar will explore what is chaotic in your work environment and will provide you with a myriad of specific tools and techniques to minimize the confusion, melee, and stress the chaos is causing in your career.

**PRESENTED BY:**

*Dr. Susan Strauss is a national and international speaker, trainer, consultant and a recognized expert on workplace and school harassment and bullying. She conducts harassment and bullying investigations and functions as an expert witness in harassment and bullying lawsuits. She has consulted with health professionals in Beirut regarding violence in healthcare.*

Date : 08 March 2019

Time : 01 : 00 PM EST

Duration : 60 Minutes

Price: \$149

# Webinar Description

Is your inbox overflowing with e-mails requiring your immediate attention? Are you frazzled because of the time frame required to finish a project? Are you fed up with the copier always breaking down just when you are the one who needs it? Do you have too many direct reports to support? Do you have to report to more than one boss? Do any of these issues sound familiar? Let's face it, chaos is the new norm for organizations, and therefore for you as a manager, supervisor, administrative assistant, and employee. What is chaos? The short definition is that it is a state of disorder. Chaos is unpredictable (usually) and often unexpected. Organizations are said to be comprised of dynamic forces of stability and instability which lead to chaos. While organizations are in a constant state of chaos, it doesn't mean that you, as an employee, need to be in chaos. Planning, multi-tasking, prioritizing, time-management, too many e-mails, and voice-mails - it's enough to drive up our heart rate, give us stomach problems and headaches, and make us all crabby. If you are feeling the stresses of chaos, you're not alone. All of us are victims of this villain at times. As Patricia Hutchings, author of *Managing Workplace Chaos*, says, "Without the skills needed to make your way through a typical, crazy workday, you could find yourself drowning in a sea of data, documents, and distress." This webinar will explore what is chaotic in your work environment and will provide you with a myriad of specific tools and techniques to minimize the confusion, melee, and stress the chaos is causing in your career. We will even examine some of the positive aspects of chaos—yes, hard to believe there is anything to celebrate about chaos, but there are some benefits to the commotion as well.



# Who Should Attend ?

*All Management including  
team leaders, supervisors, middle managers, directors,  
and senior leaders, administrators*

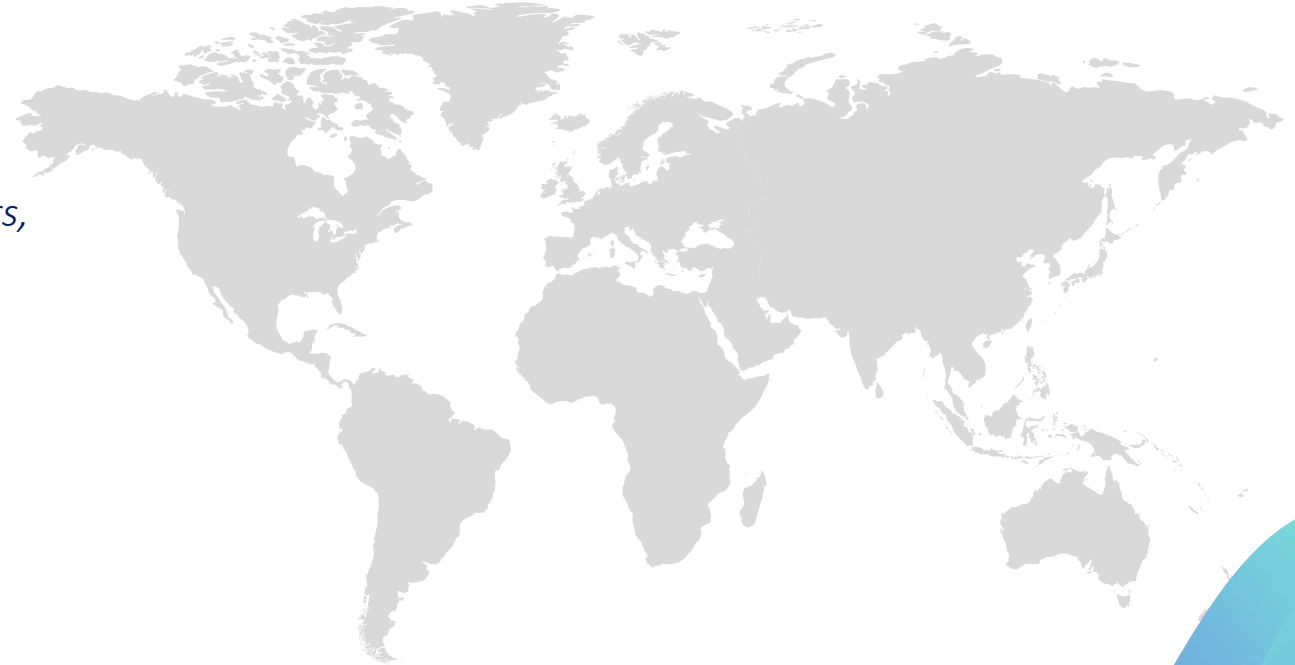
*Human resources professionals including  
generalists and HR managers*

*Risk Managers*

*Faculty*

*Senior leaders on campus*

*Student leaders*



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