

Course Summary:	This course will focus on efficiency through time management and organization. Corrections staff will learn to identify and strategize their intentions and objectives, recognize behavior which depletes through exhaustion, possible pitfalls which induce negative thinking and behavior, and setting and achieving realistic goals and expectations. Also covered will be how to create and maintain a positive approach to your corrections work, the redirection of energy fueled by frustration, and gaining professional empowerment in the workplace.
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Performance Objectives:
<ol style="list-style-type: none"> 1. Identify how to Plan cooperatively and save one hour a day 2. List 2 ways the Appreciative Inquiry technique is used to raise workplace morale 4. List 3 ways to Reduce stress using one of ten different mental and physical exercises 5. Be able to Plan their week and day on paper 6. Be able to Conduct an effective meeting in half the time.

Course Outline				
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology
1	0800	1000	Three concepts of managing time; the dynamics of morale	Lecture Group Discussion Group Exercise
1	1000	1200	Introductions, using specific & objective language; Introduction to and practice of appreciative inquiry	Lecture Group Discussion Group Exercise
1	1200	1300	lunch	
1	1300	1500	morale discussions in small and large groups; creating SMART goals and plans	Lecture Group Discussion Group Exercise
1	1500	1700	SMART plans continued; fostering positive communication and regular celebration; evaluations	Lecture Group Discussion Group Exercise