

90 Minute Leadership



OD recognise the challenges our leaders have in managing time constraints and setting aside time for development activities. Short, intensive development sessions can be a useful way of learning. Rather than spending a full day covering a relatively wide range of topics, our "90 Minute" leadership sessions will focus on specific topics, concentrating on key issues rather than the broader picture.

The next session is:

"Getting ORRganised with a Positive Outlook "



The next in our 90 minute leadership sessions will be facilitated by Jim Orr, NHS GG&C Head of Finance (Family Health Services). This motivating session will cover a number of very practical yet simple Outlook tips and techniques to help you become better organised.

The session will mainly focus on how Jim makes the Outlook Calendar the centre of his working (and personal) life with a number of suggestions that are both easy to set up and use every day. Other areas that he will cover includes how he deals with 'Time Wasters', e.g. e-mail which get in the way of doing actual work.

Jim has facilitated a number of sessions to a wide range of NHSGGC staff over the last eighteen months, and aims to provide a jargon free, simple approach to Outlook where he will show you what he does, how he does it, what it looks like and provide a couple of pages of notes to enable you to try them yourself.

For those seeking some simple and helpful processes and techniques to enhance performance and productivity on a daily basis and equip busy leaders to manage elements of 'modern working' more

Who will benefit from attending the session?

Speaker:
Jim Orr, Head of Finance
Glasgow City HSCP

Time:
8:00am for 08:30am start - 10.00am finish

Room available from 8.00am

If you would like to attend, please complete the registration form and return to Lisa.donnelly@ggc.scot.nhs.uk by **16th November.**

Date:
Tuesday 27th November 2018

Venue:
Room L0006, Teaching and Learning
Centre, Queen Elizabeth University
Hospital Campus