



National Park Service
U.S. Department of the Interior

Time, Stress and Resource Management

Service-wide Webinar

This webinar enables participants to be more productive in their professional and personal lives by learning to manage time, stress and resources effectively. Participants explore the sources and effects of stress and develop strategies for channeling and reducing it. They analyze their current time use to develop priorities and goals as they explore ways to eliminate time wasters and develop strategies for managing environment, paper, and interruptions. Special emphasis is placed on techniques for achieving balance.

DATE: October 6, 2015 or
December 3, 2015

TIME: 1:30 p.m. – 3:30 p.m.

**SESSION
LENGTH:** 2 hours

PARTICIPANTS: All employees

CLASS SIZE: 75

VENDOR: Language at Work

TUITION: Paid by Learning and Development

REGISTRATION

PROCESS: To register for this webinar, go to <https://doilearn.webex.com>, select Training Center from the top menu, hit the “Upcoming” tab to locate the webinar and hit the “Register” link to the right of the webinar title. Be certain to search for the course in the “Upcoming” tab under date of the webinar.

COURSE

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