



Please Join Us!

Effective Time Management and Delegation

Presented by Jacqueline N. Hood, Ph.D.

University of New Mexico, Anderson School of Management

The session will be interactive and engaging, with participants learning how to become more efficient and effective at work and in their personal lives through time management and delegation. Participants will be given an opportunity to discover their current effectiveness in managing time. Further, rules of thumb for managing time will be presented along with specific time management techniques for managers, such as delegation. Participants will recognize how to better prioritize their tasks, restructure their work, and eliminate time wasters in their lives.

Dr. Hood is the Creative Enterprise Endowed Professor at the Anderson School of Management, University of New Mexico. Dr. Hood has written numerous articles for management, entrepreneurship, and psychology journals and has presented over 70 papers at academic conferences. Dr. Hood's teaching has included classes in Organizational Behavior and Diversity, Power and Influence, Team Dynamics, Leadership, and other topics related to the management of people in organizations. In addition to her academic research and teaching, Dr. Hood serves as an organizational behavior and organizational development consultant. Her consulting activities include top management team building, executive coaching, facilitating strategic management initiatives, organizational needs assessment, mediating conflict situations, and management training for executives.

Thursday, June 20, 2019

Coffee, Pastries and Networking at 7:00 a.m.

Seminar begins at 7:30 a.m.

Reservations are requested by Friday, June 6, 2019

For more information and to register www.AQNetwork.org

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