



Attention Management

Overview

A distracted workforce is less than effective. Employees who do not pay attention to their work can waste valuable time and make careless mistakes. Attention management is a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work and how to reach their personal and company goals.

Who this course is for

This course is intended for managers to use in solving their 'Attention Management' problems. It will help managers grab the attention of employees and out-sourced employees in highly interruptible workplaces.

Course outline

- Topic 1: Introduction to Attention Management
- Topic 2: Types of Attention
- Topic 3: Strategies for Goal Setting
- Topic 4: Meditation
- Topic 5: Training Your Attention
- Topic 6: Attention Zones Model
- Topic 7: SMART Goals
- Topic 8: Keeping Yourself Focused
- Topic 9: Procrastination
- Topic 10: Prioritising Your Time

"Give whatever you are doing and whoever you are with the gift of your attention." Jim Rohn

By the end of this course, learners should be able to:

- Define and understand attention management.
- Identify different types of attention.
- Create strategies for goals and SMART goals.
- Be familiar with methods that focus attention.
- Put an end to procrastination.
- Learn how to prioritise time.

√ Course Level	Short Course
√ Course Hours	8 hours
√ Course Standard Price	£85

Applies towards the following certificate(s) and award(s)

- Professional Secretariat Skills Diploma

