

Annex 2

REFERENCES AND SUGGESTIONS FOR FURTHER DEVELOPMENT

* denotes especially recommended items

FILMS:

Many of these films are available, often with written guides to their use, through the Public Service Commission Film Library.

* "A Team of Two"

Designed specifically for secretaries and managers.

Includes tips and techniques on how to work together as a team, (whether secretary works for one or several managers) and how to help each other manage their time and their workload better. Main ideas: the team must COMMUNICATE regularly on work matters, individual and team concerns, must help each other GET ORGANIZED, and work as a TEAM, respect each other and give and take.

30 mins. Colour.

* "The Time of Your Life"

How to get control over your time at work and in life generally. Tips on managing time especially on goal setting, daily planning, handling paperwork, procrastination, etc.

30 mins. Colour. Available in French as "Le Temps C'est La Vie"

* "A Perfectly Normal Day"

Another film in above Time Management series.

Techniques for dealing with specific time management problems - interruptions and crises. These are normal in every job but can be dealt with better. Involves changing attitude to be more positive and learning how to reduce interruptions and crises. "Control the controllable", "be ruthless with time but gracious with people", control your job rather than it control you".

30 mins. Colour.

* "Meetings, Bloody Meetings"

Shows how to and how not to plan, organize and conduct meetings at work. Vignettes illustrate the do's and don't's. Well organized film which explains the steps to take in ensuring meetings are as effective as possible.

30 mins. Colour. UK