



## 5.7 Managing Work Priorities and Delegation

**5.7 Managing Work Priorities and Delegation** forms part of the **5.0 Workforce Development course** and will discuss strategies for leaders and managers to effectively manage their workloads and priorities.

### The Medical Technology Industry

The Australian medical technology industry includes Australian and overseas companies manufacturing and supplying medical devices, in vitro diagnostics and medical imaging equipment. The medical technology industry makes a highly significant contribution to the quality of health care in Australia.

### What is the Workforce Development course?

Workforce development is seen as critical to enable employees to meet the constant challenges of the medical technology industry, and to address the strategic goals of the company. A range of modules are available as part of the *Workforce Development* course to address this learning need.

The *Workforce Development* course consists of a series of modules. Modules 5.1, 5.2, 5.3, 5.11, 5.12, 5.13, 5.14 and 5.16 are delivered as self-paced online learning. Modules 5.4 to 5.10 are delivered as online webinars. Module 5.15 is delivered face-to-face.

- 5.1 Introduction to the Australian Medical Technology Industry
- 5.2 Introduction to Leadership and Management
- 5.3 Management & Leadership Essentials
- 5.4 Implementing a Workplace Wellness Program
- 5.5 The Emotionally Intelligent Leader
- 5.6 High Performing Teams
- 5.7 Managing Work Priorities and Delegation
- 5.8 Conducting Challenging Conversations
- 5.9 Managing Conflict in the Workplace
- 5.10 Bullying and Harassment: Avoiding a David Jones Situation
- 5.11 Planning Projects
- 5.12 WHS Fundamentals
- 5.13 Interpreting Medical Technology Industry Data
- 5.14 Summarising Statistical Distributions for the Medical Technology Industry
- 5.15 Media Skills
- 5.16 Customer Focus

### What topics are covered in this module?

This online webinar will discuss Strategies for leaders and managers to effectively manage their workloads and priorities.

### Learning outcome

- Describes methods for prioritising time at work to meet personal and organisational goals.

### Who should participate?

This module is aimed at employees who would like to manage their time more effectively and efficiently.

There is no recommended pre-requisite training for this Level 1 module.

### How much does it cost?

The cost of this webinar including GST is \$115 for MTAA/VHIA members and \$230 for non-members. Once payment is accepted, applicants will be registered.

### How do I register?

All registrations to MTAA training modules are via the website. Please visit *Training* under *Professional Development* [www.mtaa.org.au](http://www.mtaa.org.au) and click the link to register.

Participants will receive via email a *Certificate of Participation* at the end of the training.

This module is aligned to the unit of competency *BSBMGT605A Provide Leadership Across the Organisation*. Satisfactory completion of optional assessment tasks can lead to the award of a Statement of Attainment for the unit of competency.

For further information about MTAA courses, please contact the Professional Development Manager on (02) 9900 0650 or email [pd@mtaa.org.au](mailto:pd@mtaa.org.au)