



# South Carolina Association of Counties

R. Carlisle Roddey, President  
*Chester County*

March 16, 2011

Michael B. Cone  
*Executive Director*

## UPCOMING TELECONFERENCE

**To:** Chief Administrative Officers, Personnel Directors and  
Teleconference Contacts

**Subject:** *Managing Your Time for Maximum Productivity*  
Thursday, April 7, 2011  
9:00 a.m. – 12:00 noon



SCAC and the S.C. ETV Public Services Network will present a live, interactive teleconference on **Thursday, April 7, from 9:00 a.m. to 12:00 noon**. Mr. John Slavich, CEO of Human Resource Dynamics in Columbia, will present *Managing Your Time for Maximum Productivity*.

A number of our counties have indicated that there is a strong interest in time management and a desire to be more productive, especially in this time of hiring freezes and attrition where current employees are being asked to do more. Competing demands, juggling schedules and determining priorities can be overwhelming. Mr. Slavich will identify steps, offer tips, and teach how to effectively manage all of life's demands as they emerge. Specific concepts examined in *Managing Your Time for Maximum Productivity* will include how to become more self-aware and thus eliminate procrastination, develop and execute "to do" lists, identify and schedule priorities, become more flexible, and learn where the power to take control really rests.

**This FREE teleconference is open to ALL county officials and employees including department heads, supervisors and line employees.** We encourage you to bring this teleconference to the attention of all county officials and staff.

The broadcast from the S.C. ETV studios in Columbia will be available at satellite sites in each county ([http://www.scetv.org/education/nts/etv\\_downlink\\_sites.cfm](http://www.scetv.org/education/nts/etv_downlink_sites.cfm)). Please be sure that the downlink site that you use is equipped with a DVB receiver, which will allow your site to receive the ETV training signal. Please contact David Brooks or Tommy Richards in the SC ETV Technology Division at 803-737-3360 if you have any questions.

**If you plan to participate, please complete the enclosed form and return it as soon as possible but no later than Friday, April 1.** If you would like participants from your county to be part of the studio audience, please note your interest on the form. Further details will be sent to counties that have indicated they will be participating.

This teleconference is an excellent opportunity to provide training to your county employees at no cost to you, and we encourage all counties to take advantage of it.

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Phone: (803) 252-7255 • Fax: (803) 252-0379 • E-mail: [scac@scac.sc](mailto:scac@scac.sc) • Website: <http://www.sccounties.org>

*Building Stronger Counties for Tomorrow*

## ***MANAGING YOUR TIME FOR MAXIMUM PRODUCTIVITY***

Time doesn't change... We can't stretch it to meet our needs.... We can't stop it until we catch up, although we sometimes wish that we could. What we can do is this: We can manage ourselves and what we do with the time that we have. John Slavich, CEO of Human Resource Dynamics, is the instructor for this teleconference. Mr. Slavich has designed the program format to guide participants in becoming more organized and reducing personal stress levels while addressing daily requests, demands, deadlines, and interruptions.



### **Topics to be discussed include:**

- ✓ Learn where you are wasting your time;
- ✓ Gain tips for planning and organizing;
- ✓ Explore your priorities and learn to schedule your priorities;
- ✓ Learn to make a workable "To Do" list;
- ✓ Learn the importance of being flexible;
- ✓ Explore your own time clock to become self-aware;
- ✓ Learn to say No;
- ✓ Learn the importance of rewarding your self; and
- ✓ Learn where the power to take control really rests.

**When:** Thursday, April 7, 2011: 9:00 a.m. – 12:00 noon

**Who:** ALL county officials and employees including department heads, supervisors and line employees.

**Where:** Please review the attached listing of potential SC ETV downlink sites.

**Speaker:** John Slavich, CEO of Human Resource Dynamics

### **TO PARTICIPATE IN THE TELECONFERENCE, YOU SHOULD:**

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| ➤ <b>Identify a "Coordinator" to be the official contact for the county.</b> He/she will arrange all of the logistics prior to the teleconference and be on-site the day of the event. |
| ➤ <b>Contact the nearest satellite viewing site</b> and arrange equipment, seating, phone access, VCR (to tape for later broadcast), etc.  |
| ➤ <b>Mail an interoffice memo</b> to all Department Directors from the Administrator encouraging participation.  |
| ➤ <b>Complete the attached form</b> to report the number of employees who will participate from your county and FAX it back to Pearl Khalif at 803-252-0379.                           |
| ➤ <b>Arrive at the satellite viewing site by 8:30 a.m.</b> and confirm that all equipment is working properly and that the phone is operating.   |
| ➤ <b>Identify a "Facilitator"</b> and encourage viewers to call in with questions and comments.  |
| ➤ <b>RELAX</b> and enjoy!  |