

How to Manage Requests from Others

It is hard to be productive in today's busy work environment. Everyone has their planned work to get done. But too often the day is overtaken by requests from people. As a result, our planned work can get dropped as we respond to our stakeholders.

Does this happen to you? Do you find it overwhelming? Would you like some ideas on how to manage those unplanned requests in a professional way?

In this talk we share tips on how to manage our stakeholders while still getting your own work done.

Topics

The following topics are covered:

1. How to Manage your Response Time
2. When to 'Say Yes' and when to 'Say No'
3. The importance of agreeing expectations

Duration and Format

This talk can be delivered in-person or online and generally lasts 60 minutes.

The interactive format includes:

- Introductions and requirements
- Presentation of tips via SlideShare
- Q and A to answer specific questions

Participants will receive access to the Stakeholder Management template demonstrated during the session.

Stakeholder	Instant	1 hour	4 hours	Same Day	24 hrs

Presenter



This talk is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of beproductive.ie

You can read about her 30-year corporate career here: <https://beproductive.ie/about/>

Fee

Online delivery - €350, option to record = €50

In-person delivery - €400

No VAT applicable