

# Handling Multiple Clients

1 Day

Do you need better ways to juggle the competing demands of your clients? Would you like to gain control of your time and priorities? Then this course is for you. Master six techniques for getting your work on track. Control your workflow with a simple time management tool. Manage client behaviour by documenting your work processes. Negotiate reasonable timeframes for task completion. Set limits and boundaries in response to client requests. Then solve the real problems that crop up in your workplace, during an interactive Q and A session.

## What you'll learn to do:

- Take control of your workload and priorities
- Get clients to buy into your service standards or processes
- Negotiate timelines for tasks
- Set boundaries assertively
- Find solutions to real workplace problems

## Topics you'll cover:

- Juggling your clients' demands
- Optimising your time
- Communicating the boundaries of your service
- Negotiating timeframes with your clients
- Setting boundaries and limits on your service
- Finding ways to move forward

“think  
learn?  
succeed”

“Smart training for clever people”

## What others have said about the course...

“Course was fantastic – the content was very useful and I can easily apply it in the work environment.”

“I really enjoyed it and loved the practical exercises. Your style also helped people open up, which was great.”

“The facilitator tailored the delivery to the participants' needs.”



**Book your training NOW**

Call Eleanor Shakiba on 0433 126 841

Download course information at  
[www.thinklearnsucceed.com.au](http://www.thinklearnsucceed.com.au)