

Course ID	P46734	Managing Multiple Priorities		
Program	Police		Status	Active
Subject	Inservice		Credit Hours	6.00
Instructor			Pass Score	0.00
Provider	MD Police & Corr. Training Commissions		Approved	7-13-2022
Location			Period From	4-01-2023
Course Type			Period To	4-01-2026
Training Type			File Number	
Attribute				
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Persons who complete this course will be awarded the following certification.

**Certificate
Status
For Period**

Course Description

This course is designed to enable the student, who works in an office setting, to learn about approaches to managing the many different priorities encountered in the workplace. Topics to be covered include tools and tips for prioritizing work, communicating needs, and assessing the urgency, and activities to highlight the importance of skillful time and priority management.

Class Sessions

Course ID	C18388	Managing Multiple Priorities		
Program	Corrections		Status	Active
Subject	Inservice		Credit Hours	6.00
Instructor			Pass Score	0.00
Provider	MD Police & Corr. Training Commissions		Approved	7-13-2022
Location			Period From	4-01-2023
Course Type			Period To	4-01-2026
Training Type			File Number	
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