Organizing at Work

Course Description

This online self-study course presents four topics on becoming more efficient and productive at work. Topics include: developing a system, the desk workspace, the computer workspace, and communications.

The course consists of three modules:

1. **Organization Strategies Overview**: establishing your preferences and priorities
2. **E-mail Strategies**: tips for managing e-mail and calendaring
3. **Computer Files**: creating a workflow on your desk, establishing an organization system on your computer and adapting the needs of your work to your preferred communication channels

Learning objectives

Upon completion of this course, participants will be able to:

- Plan a system of work organization
- Create a more efficient work flow environment on your desk
- Establish an organized computer folder system
- Develop an efficient communications system

Audience

The target audience for the course is public health practitioners and students.

Date, time, and location

This module is delivered in an online, self-study format. The module is available via the Center for Public Health Practice’s Learning Content Management System (LCMS).

Instructor

Amy Lee, MD, MPH, MBA is the director for the Consortium of Eastern Ohio Master of Public Health program, a partnership of The University of Akron, Cleveland State University, Northeast Ohio Medical University, Ohio University, and Youngstown State University. Previously a practicing obstetrician/gynecologist, she changed her specialty to Public Health and General Preventive Medicine, in which she is board certified. She is based at Northeast Ohio Medical University as Professor of Family and Community Medicine. She is former president of Ohio Public Health Association and National Delta Omega. She is also former chair of the Council on Graduate Programs in Public Health. She is certified in public health (CPH) and MBTI® Step I and Step II administration.

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Cost

There is currently no cost associated with this course.

Registration

To register for this course:

1. Go to https://www.cphplearn.org, the Center for Public Health Practice (CPHP) Learning Content Management System (LCMS).
2. Enter your username and password, or if you are a first-time user, select Create Account and enter your profile information.
   *TRAIN users may want to use the same username and password for both TRAIN and the LCMS.
3. Click on Course Catalog.
4. Click on View next to Organizing at Work.
5. Scroll to the bottom of the page and click on LCMS Registration. You will receive a confirmation e-mail from cphp-registration@cph.osu.edu.
   *To have your registration appear in your TRAIN transcript, click on Train Registration located next to LCMS Registration.

Provider

This course is provided by The Center for Public Health Practice located in the Ohio State University College of Public Health. Course content was developed by staff from the Northeast Ohio Medical University.

Disclosure

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There is no commercial support for this course nor do the presenters and planning committee members have any conflict of interest. There will be no mention of off-labeled product uses.

Inquiries

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