

# TEACHING & TIME MANAGEMENT:

HOW TO MANAGE YOUR TIME SO YOU CAN TEACH EFFICIENTLY AND EFFECTIVELY  
AND HAVE A LIFE BEYOND THE IVORY TOWER

This interactive session provides academics with concrete skills and information to enhance their teaching efficiency and effectiveness while simultaneously opening up new time, energy, and opportunities for better work-life balance.

## WHAT WE COVER

- Identifying how to align teaching time with institutional and personal priorities
- Discussing a variety of time-saving strategies related to course design
- Establishing ways to prep for class meetings and grade effectively
- Offering strategies for accessing resources to support and sustain effective teaching

## FORMATS

Full Day Workshop (6 hours) - \$15,000\*  
Half Day Workshop (3 hours) - \$10,000\*  
Virtual Workshop (2 hours) - \$5,500

*\*Fee includes travel expenses and logistical support.*

## CONTACT

Contact us to learn more and to book a workshop today.

**Email:** [Workshops@ncfdd.org](mailto:Workshops@ncfdd.org)

**Phone:** (313) 347-8485

**All workshops are facilitated by tenured faculty who are NCFDD-trained and certified.**