

Optimising your time and setting priorities

GENERAL AIM OF THE TRAINING

To acquire organisational and time management methods so as to become effective in your company.

PROGRAMME

To assess your time management

- To identify the key perspectives towards time management. To clarify your professional role regarding the aim of your mission.
- To diagnose the use of your time.
- To identify the main factors of time wasting.

To define and manage priorities

- To identify 2 key dimensions within the definition of your priorities: urgency and importance.
- To plan activities according to priorities.

To align your own and your team's time management with its priorities

- To clarify your management role and your latitude so as to optimise your own and your team's time.
- To share your personal view of the team's mission so as to give meaning to everyone's priorities
- To identify the high added value activities for you and your team. To transition from wasted time to useful time: to identify urgency and importance and create your priority matrix.

To master the art of an efficient personal organisation

- To determine the common traps of time management and to train yourself to identify the signs of your time management gremlins.
- To organise your schedule in a realistic and balanced way whilst using the 5 components to improve efficiency: priorities, choice, planning, energy, and focalisation.
- To deal with urgencies and unforeseen events with clarity

TARGET AUDIENCE

All

PREREQUISITE

No degree or certificate required

Knowing the fundamentals of time management and its priorities.

MODALITIES

Inter-company training:

Organisation: 4 to 8 participants.

Modality: online training.

Language: French.

Duration: 14 hours (2 days)

Dates: contact us

Inter-company fees: € 1,200 VAT not incl. per person, personal interview not included

Accessibility: online training, accessible to people with disabilities.

Access time after registration: 1 month.

Educational means: Alternate theoretical and practical exercises with case studies and analysis tools.

Assessment: tests and quizzes throughout the training.

Intra-company training:

Organisation: private or group course.

Modality: online training.

Language: French.

Duration: 14 hours (2 days)

Intra-company fees: personalised quotation upon request.

Contact us.

Accessibility: online training, accessible to people with disabilities.

Access time after registration: 1 month.

Educational means: Alternate theoretical and practical exercises with case studies and analysis tools.

Assessment: tests and quizzes throughout