

EFFECTIVE TIME MANAGEMENT

Duration: 2 days (14h)

Dates: available within two months

Price general public: EUR 1.150/pers. (no VAT)

Price in-house: on demand (4-12 pers.)

OVERVIEW

Professional life is surrounded by demands, constraints and potential sources of stress. It is also filled with numerous chances for effective communication, timely project deliverables, light administration of routines and interesting actions towards positive results. In order to best utilise, prioritise and benefit from such opportunities, one specific competency is essential: **effective time management**.

This seminar provides methods, tools and practical tips to manage multi-tasking and operational complexity with logic, consistency and flexibility. It is not just about achieving objectives with discipline but also forecasting time to be reactive in real-time situations. This training is designed for very busy professionals who are accountable not only for their own performance, but also for the results of others.

Within a frame of resilience and wellbeing, work is also viewed in the broader context of life; we address the importance of creating a healthy balance with other aspects such as family, friends, health, and time to “just be”.

AUDIENCE & PRE-REQUISITES

- No pre-conditions
- All audiences

LEARNING OBJECTIVES

- Understanding time as a resource
- Opening “time accounts” and managing these like expenditures, assets and investments
- Managing yearly, monthly, weekly and daily schedules with project-like retro-scheduling
- Selecting appropriate software or tools for time management
- Helping others to manage their time
- Developing a psychology (attitude, behaviour, discipline, openness, flexibility) that supports efficient and effective time management.



EFFECTIVE TIME MANAGEMENT

PROGRAMME

- Economic value of time in an organisation
- Metaphors for time as resources (mines, banks, trade...)
- Tracking your time
- “The compass and the clock”
- Linearity and circularity of time
- Complexity and chaos inherent to time (gaps, unforeseen, disruptions)
- Programming business events and prioritising them
- Managing routine tasks and demanding objectives with deliverables
- Managing work relations that are typically time-consuming
- Finding balance between work and all other aspects of life that require time and attention
- Managing the time of others.

METHODS & EVALUATION

Rich and flexible training design: theoretical input, discussions, reflection and sharing of experience, role-plays and simulations, practical exercises.

Evaluation of training impact:

- Short-term impact: at the end of the training
- Long-term impact: 3 months after the training

Evaluation of acquired knowledge:

- Self-evaluation with a skills inventory
- Questionnaire at the end of the training

Certificate: EUROBOGEN certificate of participation

OTHER RELATED TRAINING

- Essentials of Leadership
- Conflict Management and Mediation
- Intercultural Management

CONTACT :

contact@eurobogen.com

<https://www.eurobogen.com/contact/>

(+33) 3 88 40 48 47