

RAISING PERSONAL AND PROFESSIONAL EFFICIENCY

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

In this training, the connection between efficiency, effectiveness, productivity, and impact of one's work is analyzed according to performance targets and satisfaction criteria. Work plans are concretized into well-defined expected results and action items for follow-up.

Important self-management skills in relation to tasks and people are discussed. The mutual influence between personal development and organizational efficiency is made evident throughout all elements of the course.

In addition, means for improved self-efficacy such as time management, the choice of digital tools and online communication are explored.

Participative meetings, collaborative work and the facilitation of meetings in cross-functional projects are addressed.

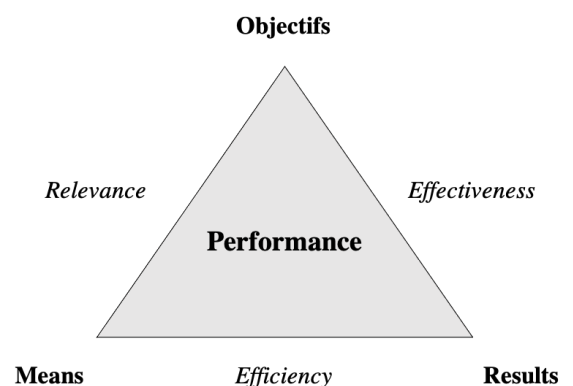
This training is often followed by individual coaching sessions for the participants to support a personalized improvement of one's efficiency and effectiveness at work.

LEARNING OBJECTIVES

- Identifying characteristics of one's own efficiency at work
- Improving one's own performance according to self-selected indicators
- Putting to use effective techniques
- Creating a productive learning environment autonomously as well as together with colleagues
- Creating one's own approach to work flexibly, increase collective efficiency and influence the whole organization positively
- Defining criteria and indicators of effectiveness and efficiency to improve the performance of teams and achieve common goals.

AUDIENCE & PRE-REQUISITES

- No pre-conditions
- All audiences



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PROGRAMME

- Efficiency at the personal and team level
- Organization of one's own task within one's circle of control
- Effective time management
- Efficiency through collaboration
- Development of cognitive skills and emotional intelligence for social effectiveness
- Structural architecture: organizational charts, functions, work processes and areas of responsibility for smooth inter-connections
- Cross-sectional and process organization: programmes, projects, events, cooperations
- Effective stress management
- Positive psychology to overcome difficulties
- Resilience in the face of challenges
- Defining one's learning process and personal development plan

Opportunity for one-on-one coaching after the programme.

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

- Conflict Management and Mediation
- Managing Teams efficiently
- Diversity Management

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