

Target audience

- Line or cross-functional managers, or anybody with latitude to organise their own schedules
- Workers on the road

Pre-requisites

- There are no pre-requisites for this course

Objectives

- Control your time instead of letting time control you
- Work more comfortably and efficiently
- Manage your career without sacrificing your private life
- Cooperate with other people who have different perceptions of time (different jobs, countries, age brackets, academic backgrounds, etc)

On-the-job benefits

- Control your time and map out a strategy to organise it
- Gain efficiency at work
- Enjoy a more comfortable, laid-back and stress-free life
- Find a healthy work-life balance

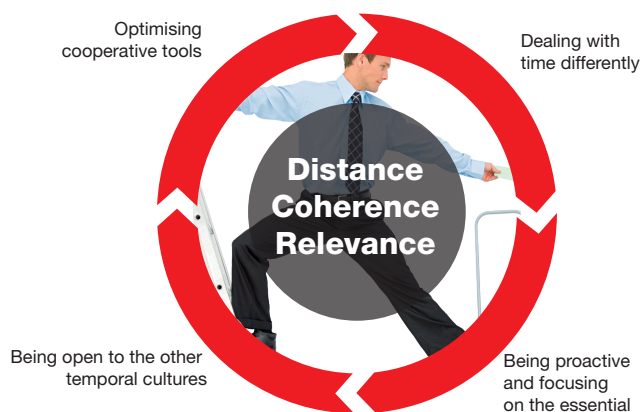
Benefits for the company

- Better staff time management
- Greater staff efficiency, sensible schedules and stress levels under control
- Proactive teams and managers, rather than staff working in constant reactive mode
- Productivity, anticipation and fewer risks
- Greater collective efficiency, cross-functional skills development and more agile organisations

Special features of this course

The three key attitudes

- 1] Distance:** taking a step back and looking at the big picture no matter what happens
- 2] Coherence:** the line between speed and haste
- 3] Relevance:** the difference between the essential, priorities and urgent situations



The ART method to rediscover time management in 'action learning' mode

- > A for Action
- > R for Reflection
- > T for Transposition

Action learning: participants work in real time on real issues and objectives. Time-shifting, thought-provoking exercises, role-plays and practice help them home in on the areas they have to improve.

Peer coaching: participants exchange best practices and discuss pitfalls. The consultant's tailored advice prompts them to find their own solutions.

The full range of personal-efficiency issues in one training course.

Programme



One 30' e-learning module



Dealing with time-consuming tasks

- ❑ Identifying your time-consuming tasks.
- ❑ Dealing with time-consuming tasks generated by other people.
- ❑ Dealing with time-consuming tasks generated by the organisation.
- ❑ Dealing with time-consuming tasks linked to new technologies.
- ❑ Eradicating your own time-consuming tasks.

+ Two-day classroom course +

1_ Managing your time strategically

- Choosing the right moment to boost effort efficiency
- Accommodating time variables to find the right moments
- The hidden advantages of mismanaging time and how to break free from them

2_ Being proactive

- Focusing on the essential, dealing with priorities and ranking urgent situations
- Optimising the effect/effort ratio to enhance efficiency
- Switching from feverishly reactive mode to poised proactive mode
- Staying 'on the ball' in intense working conditions
- Striking a healthy work-life balance

3_ Working efficiently in a multicultural and nomadic workplace

- The four tools to understand your own way of dealing with time
- Cooperating with people who have different perceptions of time
- Cooperating with different cultural conceptions: understanding and adjusting to other people's ways of dealing with time without neglecting yours
- Integrating generation gaps
- Working efficiently in asynchronous mode

4_ Using modern communication and information tools to improve organisation and anticipation

- Spotting the pitfalls of instant reaction in order to avoid them
- Methods for getting organised in a fast-moving universe

Four 30' e-learning modules



Strategic time management

- ❑ Avoiding the traps of a chronological approach.
- ❑ Choosing the right opportunities to act.
- ❑ Optimising time variables.



Focusing on your key priorities

- ❑ Distinguishing between what is essential, priorities and urgency.
- ❑ Harmonising life spheres and roles.
- ❑ Clarifying the priorities of your position.
- ❑ Using the multiplication coefficients method.



Improving performance through time perception

- ❑ Working effectively with different personal perceptions of time.
- ❑ Cooperating with other cultural perceptions of time.
- ❑ Working effectively at a distance.



Increasing your productivity in a fast-paced world

Developing the three talents:

- ❑ Distance: taking a step back;
- ❑ Consistency: remaining calm;
- ❑ Relevance: choosing the appropriate actions with the least risk.

Key points

- > Assessments both before and after the course
- > E-learning modules accessible for 1 year
- > Personalised support throughout your course