

Syllabus

COURSE SPECIFICATIONS

DURATION

Training is given in 2 days (12 hours)

(The content and the duration of this session can be adapted for a personalized on-site training.)

TARGET AUDIENCE

People who wish to increase their productivity and better manage their time.

DELIVERY METHOD :

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities

Follow-up available (Optional)

CERTIFICATION

Training Certificate

ACCREDITED BY EMPLOI-QUÉBEC

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Corporate Training

"Personal Effectiveness" Series

Time Management and Personal Effectiveness

DESCRIPTION

This course shows participants how to identify the symptoms and causes of time management issues, implement the right solutions, and identify time wasters and put them to good use. Participants will learn how to better organize and plan their work, better manage their schedule, and use communications tools efficiently.

OBJECTIVES

Allowing the participant to:

- Realize their current behaviour
- Learn the best practices used by proactive people
- Learn how to correctly use time management tools
- Acquire good work practices

COURSE CONTENT

Introduction

- A definition of time management
- Efficiency vs. Effectiveness
- The value of time
- Fundamental rules
- High-productivity activities

Introspection

- Self-management
- Balance
- Our roles and duties
- The mission
- My behaviour - reactive or proactive? Freedom of action

Conciliation

- Keeping track of my time
- Identifying time wasters
- Action plan to eliminate waste of time at work

Planning

- Planning
- The power of written goals
- Planning your goals
- Productive periods
- My perception of urgency
- The unexpected – causes & reactions
- The Priorities Quadrant
- The Mentality of Plenty

Getting Organized

- Getting organized
- The agenda: the key tool
- Parts of an agenda
- Prioritizing lists
- Locking up your schedule
- A functional work station
- Optimizing your work environment
- Daily discipline

Designing Your Personal Action Plan