

Positivate one's relationship with TIME and manage it better

Target population

Managers, Business
Engineers, Sales, working
alone or in teams,
Assistants...

Catalog Training

English Speaking countries

To include in the Company
Catalog, available to staff or
to set up an action for a Service,
one or several teams.

2 to 6 participants :

By videoconference : 14 hours
(in 4 to 6 modules)

**A Preparatory OBJECTIVE Sheet is
sent to the participants**

if you wish a tailor-made, more
contextualized training, a **preparatory
video meeting** will be organized.

INDIVIDUAL

(by videoconference)

Depending on the goals :

TRAINING

10 hours ♦ 2 500 €

Number of sessions and frequency,
defined with the trainee.

or

Operational COURSE

Contact us to clarify the context, the
progress points and the challenges
to face

We send a proposal with total dura-
tion and cost.

OBJECTIVES

During the training, you will have acquired skills which will enable you to :

- develop strategies in order to consider time as your ally,
- prioritize and manage conflict between your own needs and the expectations of your line managers as well as your internal and external partners,
- reduce time-wasting,
- find alternatives to "being rushed off your feet".

Possible Program Development

Understanding your relationship with time

Being aware of your own perception of time in the organization of your work

Determining why you're short of time

Identifying your current strategies and attitudes

Identifying "time thieves" Saying "no" in favor of priorities

Defining selection criteria in relation to your activities

Adjusting your behavior

Setting priorities and implementing them

Defining accurate and realistic objectives

Identifying priorities in terms of what is important and what is urgent

Adopting the slogan : every problem carries a solution

Delegating effectively

Maintaining a flexible attitude towards the unexpected

Anticipating effectively

Taking into account your inner time cycles

Defining and scheduling tasks for better time management

Projecting yourself into the future, using retro-planning

Time management and others

Expressing and defending your choices in terms of organization and time management

Negotiating time frames when required

Asking for help if necessary

Saying NO to excessive demands

Giving yourself time to think