



PROFESSIONAL
EFFECTIVENESS

Conference | Effectiveness – Essential to Management Performance



COURSE SPECIFICATIONS



FORMAT

- Conference



DURATION

The conference lasts 1.5 hour (90 minutes).



TARGET AUDIENCE

Anybody who wishes to increase their effectiveness and master their time and priorities.



DELIVERY METHOD

Instructor-led, group-paced, classroom-delivery learning model with guided discussions.

A simple, efficient, and powerful way to learn best practices.



LANGUAGE

Available in:

- French
- English

DESCRIPTION

This conference was elaborated with a proactive time management process in mind, and its practical daily application.

It allows participants to gain awareness of modern time and priority management techniques, and to adopt effective practices.

OBJECTIVES

ALLOWING THE PARTICIPANT TO:

- Start reflecting upon a frame of reference in terms of effectiveness
- Become aware of conditions to improve current behaviors
- Resolve to adopt proactive practices that contribute to goal achievement

COURSE CONTENT

THE ANATOMY OF EFFECTIVENESS

- Challenges and obstacles to effectiveness
- The daily grind affecting our effectiveness
- Demystifying effectiveness

THE EFFECTIVENESS APPROACH

- Introspection
- Optimization
- Prioritization
- Planning
- Organization
- Delegation

GUIDING OUR ACTIONS TOWARDS THE DESIRED OUTCOME

- Self-management
- Time management
- Priority management
- Management of conditions for realization
- Structure management
- Collaborator management

DAILY DISCIPLINE



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