



PROFESSIONAL
EFFECTIVENESS

Time and Priority Management



COURSE SPECIFICATIONS



FORMAT

- In-house



DURATION

Training is given in one day (6 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 performance and better manage their time.



DELIVERY METHOD

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities. Participants' experiences are used as support to put new notions into action.

Highly personalized and interactive approach, the groups are limited to 15 participants.



LANGUAGE

Available in:

- French
- English



CERTIFICATION

Training Certificate

Emploi
Québec

DESCRIPTION

Time and Priority Management shows participants how to identify the symptoms and causes of time and priority 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 effectively.

OBJECTIVES

ALLOWING THE PARTICIPANT TO:

- Realize their current behavior.
- Learn the best practices used by proactive people.
- Learn how to correctly use time and priority management tools.

COURSE CONTENT

INTRODUCTION

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

INTROSPECTION

- Self-management
- Balance
- Our roles and duties
- Our behavior - reactive or proactive?
- Continuous improvement

OPTIMIZATION

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

PRIOTIZATION

- Our perception of urgency
- The unforeseen - Causes and reactions
- Managing priorities

PLANNING

- Planning
- Planning activities
- The power of written goals
- Productive periods

GETTING ORGANIZED

- Organization
- The agenda: the key tool
- Agenda components
- Optimizing your work environment
- Daily discipline

PERSONAL ACTION PLAN



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