MANAGING TIME AND PRIORITIES

Dates and duration to be agreed upon

Location to be agreed

Please contact us for a personalised quote

OBJECTIVES

- Master the concepts and tools to define priorities.
- Improve your personal organisation.
- Optimise the management of your professional time.

THE BENEFITS OF YOUR TRAINING

- Various exercices and role play

TARGET AUDIENCE

From support staff to managers and top managers.

GOOD TO KNOW

Example of a 5 days programme

EDUCATIONAL PROGRAMME

Module 1

Carrying out your self-diagnosis

- Identifying the driving forces of your own time management: priorities and tools.
- Spotting the main difficulties in time management.
- Carrying out an assessment of your day and evaluating the achievement of your objectives.

présentiel ou @learning

Module 2

Improving your organisation

- Clarifying your tasks and main activities.
- Defining the priority criteria and prioritising tasks.
- Managing interpersonal time (telephone, meetings, interviews).
- Managing flows of information (emails, etc.).

présentiel ou @learning

Module 3

Setting up time management tools

- Planning your days and managing unexpected events.
- Optimising your schedule.
- Managing Information and Communications Technology (ICT) tools.

présentiel ou @learning

Prerequisites : Have held or currently hold a position related to the training theme