

# Professional Effectiveness

Hands-on course of 3 days - 21h

Ref.: EFF - Price 2024: CHF2 090 (excl. taxes)

Improving your professional effectiveness entails moving beyond your technical skills to align with the demands of your professional environment. By the end of this training, participants will gain the ability to position themselves within their environment and acquire the necessary methods and tools essential for ensuring their professional development and effectiveness, thereby saving time and enhancing productivity.

Three operational days built upon a proven method for professional environments. These days will enable participants to better utilize their potential for effective relationships and define their areas for improvement.

## THE PROGRAMME

last updated: 10/2023

### 1) Style and Attitude

- Change in attitude.
- Perceived styles and their impact.
- 3 contemporary components: authenticity, determination and openness.
- Relation to power and examples.

*Hands-on work* : Identifying your predominant style and perfecting other styles, understanding how to deal with different situations and communicate effectively with individuals of diverse styles. Exploring why your behaviour attracts aggression or resistance. The first section includes a range of exercises, case studies, and concludes with a checklist for future reference.

### 2) Self-training

- Principles of individual training.
- Must-have tools and resources.
- Valuable learning techniques.

*Hands-on work* : This second section covers training techniques for both knowledge and know-how. You will discover how our tools and methods can change your desire to achieve your goals.

### 3) Self-motivation

- History of motivation in the company.
- Myths of individual and collective mobilisation.
- Understanding your own motivation and its limits.
- How self-motivation works.
- Examples of professional and personal goals.

*Exercise* : This third section sheds light on one of the most complex dimensions of Personal Efficiency and reminds us of the importance of using and developing our internal energy. Participants are offered a pragmatic and operational approach, including case studies.

### 4) Stimulating change

- Change, and the mechanisms to achieve successful change.
- Examples of crisis and conflict.

#### PARTICIPANTS

This training is for any professional who wishes to develop their professional skills at their workstation.

#### PREREQUISITES

None.

#### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

#### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

#### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- What creates opposition and appropriate ways to solve it?
- Positive aspects of resistance and opposition.
- Influence via change.

*Hands-on work* : The fourth section highlights that chaos does not necessarily result in immobility. There are ways to prevent, manage, use, and generate what may appear to be a crisis situation. Case studies analysis.

#### 5) Selling ideas

- Influencing, having an impact and selling your ideas.
- Examples where obtaining buy-in is necessary.
- 7 essential steps to selling your idea.
- Hands-on and psychological preparation for selling ideas.

*Exercise* : The fifth section offers participants an opportunity to address their own personal work challenges.

#### 6) Managing time wisely

- Analysis of effective time management.
- Principles and rules of time management.
- Time management tools.
- Fast action plan for correcting time management.

*Hands-on work* : The sixth section demonstrates that taking effective action involves prioritising and establishing clear time schedules for oneself and others. Participants will have the opportunity to develop their own time management strategy to apply after the training session.

#### 7) Using stress

- Defining stress in the current economic climate.
- Passion and pleasure versus challenge and pressure.
- Knowing your pace.
- Energy and using it.
- Stress management.

*Exercise* : This last section deals with a central aspect of effectiveness: the relation between pleasure and energy in achieving professional success. Participants are presented with concrete formulas.

## DATES

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REMOTE CLASS

2024 : 04 Sep, 16 Dec