

Managing Your Time to Be More Efficient

Hands-on course of 2 days - 14h

Ref.: GET - Price 2024: CHF1 550 (excl. taxes)

This course will enable you to control the various techniques of the management of time. It will bring a better knowledge of your relation to time and will teach you how to treat your priorities on a hierarchical basis so to improve notably the effectiveness of your action.

HANDS-ON WORK

This highly interactive course relies on numerous hands-on exercises and role-playing, with individualized feedback and analysis.

THE PROGRAMME

last updated: 08/2024

1) Our Relation to Time

- Preliminary Reflections. Management Timeline.
- Different perceptions to time. Time is relative. Time as a resource.
- Past, Present, Future.
- Time management influences and consequences.

Exercise : Case study.

2) Our Use of Time

- Standing back. Retreating. Reflecting.
- Different rituals, reflexes, habits and behaviour.
- Leisure and other interests.
- Activity level: being productive and effective.
- Psychological aspects. The dramatic triangle. How to exit intact.
- Intimacy.

Exercise : Exercise.

3) Time Management: 5 Major Principles

- The importance of planning and prioritising. Managing the unforeseen.
- Handling ?Time-Wasters? expertly.
- Communicating effectively. Managing flow of information and messages.
- Adopting an effective time-management strategy to avoid stress.
- Creating a stimulating environment.
- Knowing when to take Time-Out.
- Changing your relation to time.
- Golden rules of Time Management.

Exercise : Practical activities. Action plan.

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.

DATES

REMOTE CLASS

2025 : 20 Feb, 12 May, 21 Aug,
13 Nov