

# Improving Your Personal Organization

Hands-on course of 2 days - 14h

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

Discover and implement a panel of tools for clarifying the expectations of your environment. Put into practice techniques for properly planning your workload, managing unforeseen circumstances, and remaining on top of your goals, while evaluating your own capabilities for interpersonal exchanges.

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Optimally distribute your time when managing your workload

Choose your organizational tools based on your needs

Manage your interpersonal changes to optimize your personal organization

Stay calm under pressure through self-affirmation

## EXERCISE

Numerous exercises and role-playing with individualized analysis.

## THE PROGRAMME

last updated: 06/2024

### 1) Defining your achievement needs

- Clarifying your time investment: Identifying your assignments, tasks, and objectives.
- Identifying a personal investment: Expected roles and responsibilities.
- Validating objectives and defining possible scenarios.
- Detecting the expectations of your environment.
- Defining and validating the resources needed.

*Exercise : Practicing defining objectives.*

### 2) Managing your everyday workload

- Setting up tools to analyze your working time.
- Defining the optimal distribution of your working time.
- Identifying and reducing time-consuming activities.
- Managing priorities and facing unforeseen circumstances.
- Putting in place your organizational principles.

*Hands-on work : Practicing task-planning.*

### 3) Scheduling your activities

- Identifying methods, tips, and tricks for organizing your activity.
- Defining your organizational tools.
- Validating a task's priority level.
- Planning tasks based on their priority levels.
- Staying focused on the task at hand.
- Streamlining your workspace.

*Hands-on work : Practicing organizing various tasks.*

### 4) Mastering your interpersonal relationships

- Understanding how interpersonal exchange processes work.

## PARTICIPANTS

This course is for anyone who wants to become more personally organized.

## PREREQUISITES

No particular knowledge.

## 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.

- Positioning your needs within the exchanges.
- Facilitating exchanges by listening to and validating interpretations.
- Understanding obstacles in our interpersonal exchanges.
- Making your exchanges a success to optimize your personal organization.

*Hands-on work : Tools for positioning and analyzing individual characteristics. Identifying strength and areas for individual improvement.*

#### 5) Staying calm under pressure

- Reducing sources of stress related to time and organization.
- Handling unforeseen circumstances with calm and determination.
- Using the constructive “no”.
- Having a comprehensive view to identify cross-cutting solutions.
- Redefining your objectives based on unforeseen circumstances.

*Hands-on work : Practicing what to do in an emergency.*

## DATES

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### REMOTE CLASS

2025 : 10 Mar, 19 May, 18 Aug,  
03 Nov