

COURSE DESCRIPTION

CHW049 – Time Management and Working Techniques - Work more efficiently and effectively

Course goal

Many employees feel overburdened these days. The reason may be an excessive workload but more likely inefficient or suboptimal time and work methodology. Through personalized time management and working techniques relevant in your environment you will be able to use your time more efficiently and effectively and as a consequence achieve more and be more successful.

Main learning objectives

The participants on this course will

- improve their focus of time and awareness of results
- understand how to increase their work performance
- learn how to improve their personal way of working
- identify personal time thieves
- are able to apply useful work methods
- are able to set priorities.

Participant profile

Employees under time pressure, who would like to have more time for the essential.

Prerequisites

Willingness for an active self- and time analysis of your working environment.

Topics

- Analysis of work habits
- Detecting time thieves
- Setting targets and priorities – monitor the outcome
- Creating an overview
- 1x1 of time management and how to get more time.

Course type

This is a face-to-face class room training with min. 7 and max. 16 participants.

Learning methods and tools

Stimulating presentations, individual and group work, discussions, exercises, exchange of personal experience, feedback.

Laptop or tablet is required to have access to the e-documentation. Please bring your own device.

Duration

1 day