

„Time management: effective work, good rest”

Course description:

The training time management lets us take a look and plan the optimal time of work and rest for each person individually. It also shows how to co work with colleagues in the company in order to make the team work as efficient as possible. Participants are trained in saying \ "no \ " in an assertive way. Other issues include dealing with \ " time consuming activities \ " and assigning tasks in view of priorities.

Acquired skills:

- planning activities and tasks in an economic way
- learning relaxation techniques
- ability to set goals which can be achieved
- increasing the effectiveness of work

Training program:

1. Determining the aim of activities as the most important factor in time management

- what are the priorities (SMART analysis)?
- does the aim of activities depend on motivation?

2. Action planning

- ALPEN technique
- good day organization
- the advantages of activities planning

3. Taking the right decisions

- reminding the priorities
- Eisenhower technique
- tasks delegating

- ABC rule
- introducing discipline in everyday life: personal and professional

4. Time organization in the aspect of cooperation and building relationships with people

- assertiveness, a way to save time
- clear and factual communication with people
- planning and leading successful meetings in order to achieve the goal without losing the time

5. The most common mistakes that disturb in managing the time

- postponing
- perfectionism
- workaholism
- behaviour of type A

6. How to deal with time consuming activities

7. Dealing with stress

- examples of relaxation exercises
- how to manage the time effectively despite prolonged stress
- controlling stage fright as a step to achieve the objective in the most effective way

8. Effective Rest

9. Providing trainees with individual action plans (professional / personal)

Methodology:

During the training we use the following training methods:

- individual work (tests, questionnaires, auto analysis)
- group work
- training films
- simulations, games
- giving feedback
- mini lectures - Power Point presentations

- work on specific problems participants meet in professional or personal life

Organizational information:

Number of training hours: 12 hours / 2days

Time of training 9:15-15:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings