



ORGANISING YOUR TIME AND PRIORITIES

Companies often invest massively to obtain the best organisations, the most rational processes and the most powerful computer tools. These efforts often contrast sharply with the difficulties staff members encounter to optimally manage their own activity by muddling through to meet deadlines, sifting through ever increasing amounts of information and reconciling tasks that are often incompatible with one another! This course sets out to help you regain control over your time. It is based on the principle that your time is your life. Consequently, better managing your time will give you a better chance of getting what you want out of your professional life. This will involve being more aware of your priorities, adopting straightforward responses to meet these priorities while remaining available for external requirements, knowing how to say 'no' and learning to delegate.

This programme is designed for:

- operational managers
- project managers

At the end of this course you should be able to:

- clarify your priorities and organize how you use your time
- manage time-wasting and time-saving factors at work
- formulate requests and express refusal assertively
- delegate more effectively / set genuinely achievable goals

The applied professional development certificate shows you have acquired the skills covered in the course.



Benefits of the programme:

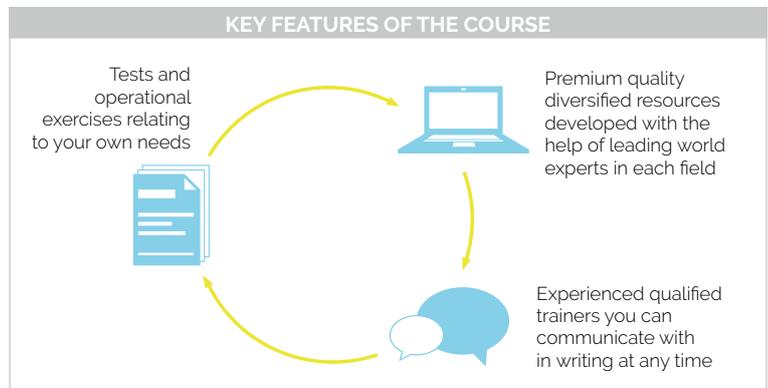
- you'll be able to focus on key tasks that really make a difference to you and your company
- you'll improve response times and quality of services rendered to clients inside and outside the company
- you'll prepare for the future by empowering teams in the field and cultivating their skills

3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

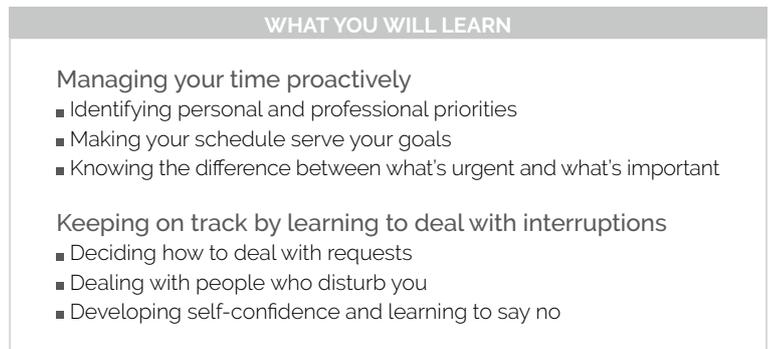
1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



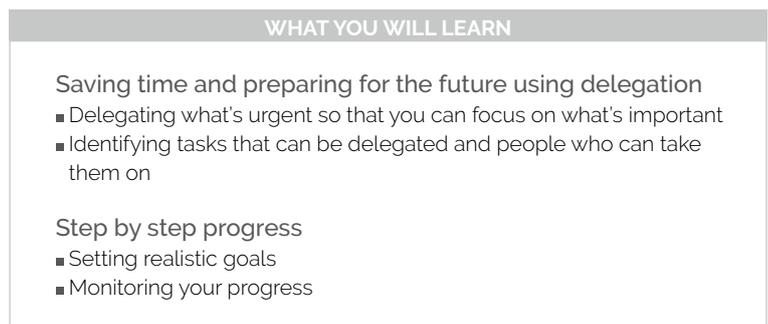
2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.



3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.



4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

