

Work completed fresh and ready for after work

Situation / Need

How do you feel as a team leader, project manager, department manager - all those who (are allowed to) steer themselves?

Or: How are these employees doing?

- Are Head and desk full of tasks, thoughts, notes? - Where to with all this stuff?
- Driven by meetings, calls, and tens of e-mails every day? - How to stay above water?
- Your battery - rather a "discontinued model"? Thought cinema, sleep disorders - reproduction?

Effectiveness is the trump card: achieving the desired results efficiently. Time cannot be increased, but it can be used better. The result: overview and focus, better performance, satisfaction, motivation, and more composure!

Three unique selling points of this time management program

Yes - that still exists. We would be happy to introduce you to them, which our customers rave about. The benefits of your investment will be evident from the very next day when it is implemented - noticeably and continuously.

Goals - What if your employees are to be working very soon ...

- ... find the energy and the ways to optimally organize your work: what, why, when?
- ... have the day under control: (Re-)win control and steering?
- ... master even difficult situations with ease? ... and go calmly into the time off: instead of ready and done: fresh and everything is completed.

What "self steerers" need - potential learning goals

From a comprehensive knowledge of time management, self-controllers find their way to a "completely renewed" productivity:

- They recognize their work style, work habits, and time traps - self-knowledge and effective, friendly behavior.
- They begin to set goals, determine priorities, plan realistically, and prepare implementation - thinking and deciding more and more in results.
- They create the working day dynamically but stress-free with current working techniques - tasks under control.
- They use electronic and other systems to organize and communicate according to requirements and needs - use lean tools consciously and wisely.

outcome

- ❖ The participants feel an energy boost and are happy about their increasing productivity. They know what has priority and focus on what brings important results.
- ❖ They are aware of the possibilities for shaping their working time and act accordingly.
- ❖ They have found their 1-3 central "implementation projects" to improve their time management and are implementing them promptly.

operation

- **Information:** The participants receive a coordinated invitation to the seminar with study materials and preparatory tasks four weeks before the seminar date.
- **Preparation:** Print learning materials "Better use of time". The participants define their three most important learning goals and select the focal points of their self-study in a targeted way. Optional in the company: Microteaching of the participants' managers for transfer support
- **Workshop:** We enable a trusting working atmosphere in a group of optimally 8 participants, which enables learning together and from each other.
- **Methodology:** The participants actively prepare themselves for the seminar for individually best answers. The trainer is a learning companion and coach for change from today: Kick-Off. Workshop: "My next day". Reflection, solutions, and measures in individual and group work.
- **Transfer support:** After approx. 2 weeks, participants can take an individual telephone coaching and advice on the objectives pursued (0.5 hours per participant).

attendee

- Previous knowledge about time management is welcome. What is decisive is the current concern and the search for solutions.
- Recommended 8-10 participants per group for further intensive development

organizational matters

- Duration: Workshop: 1 day
- 2-4 weeks preparation for individual self-study recommended

benefits

- Invitation text, study materials, preparatory worksheets, e.g., daily performance curve.
- Optional in the company: Microteaching of the participants' managers
- 1-day workshop as described above, learning diary.
- Photo protocol with contents, results, and scenes (pdf). Format for daily planning is delivered as MS Office xlsx file for individual customization.
- Individual transfer coaching and consultation (by telephone, 0.5 hours per participant)

investment

- We will be happy to make you an offer based on a complete package. Let's talk about your wishes and expectations about details and procedures!
- Travel costs and expenses according to expenditure
- ROI: with active learning attitude at the latest in the 4th week after seminar date - promised and often confirmed.

