

TRAINING

TIME MANAGEMENT



EDUCATIONAL GOALS

- Carry out “work on oneself” to identify one’s relationship to time
- Identify and use appropriate organizational and communication tools
- Start a corrective action plan to gain comfort and work efficiency

CLASS FORMAT

Our classes are usually made up of 8 to 12 students for better individualization of learning. The International College of Cannes also offers individual courses for faster and more efficient learning.

OUR PEDAGOGY

- Brainstorming
- Workshops
- Tests
- Scenarios
- Methodological contributions
- This training is led by a specialized trainer.

EVALUATION

A final simulation session, using the concepts mentioned in the course

A skills assessment sheet is given to each trainee allowing them to assess their skills.

DOCUMENTS AND MATERIALS FOR TRAINEES

Each trainee will be given a training certificate at the end of the session.

PEDAGOGICAL SUPERVISION

The training is led by specialized trainers.

INFORMATION

TRAINING DURATION

14 hours over 2 days

PUBLIC

Anyone looking to better manage their time and priorities in their professional life.

PREREQUISITES

No prerequisites

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OUR PROGRAM

The content will be contextualized according to the profiles, positions and organizations of the participants:

- Identify good practices and sources of inefficiency
- Understand your personal way of apprehending time
- Clarify mission priorities, roles and responsibilities
- Build your priority matrix by distinguishing the urgent from the important
- Complete your practices by setting up tools adapted to your professional context
- Know how to delegate and ask for help in case of work overload
- Knowing how to say no: contribution of the feedback technique
- Formalization of the personalized action plan to optimize its "time" resource

START DATES

Please contact us for more details

HOW TO ENROLL

To register, please contact our team via the contact page of our website, by email at info@french-in-cannes.fr or by phone at +33 (0)4 93 47 39 29

PRICE :

1300 Euros