

# 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](mailto:info@french-in-cannes.fr) or by phone at +33 (0)4 93 47 39 29

## PRICE :

1200 Euros