

TRAINING

TIME MANAGEMENT



EDUCATIONAL GOALS

- Work on yourself in order to define your relation to time
- Identify organisational & communication tools to use them accordingly
- Be able to gain confidence and efficiency through a structured plan

TEACHING METHODS

Theoretical and practical teaching elements

Dynamic animations - workshops / role play / brainstorming

PROGRAM

- Customised programs accordingly to the participant's need
- Personal analysis in order to know how you deal with time management
- Organise your time - your priority and tasks in accordance with the deadlines
- Learn how to optimise your time
- Learn how to correctly use the ressources you have at your disposal
- Learn how to delegate

EVALUATION

A session of role-play exercises during which the participant has to recall the concepts that have been learned throughout the training.

PEDAGOGICAL SUPPORT

Training evaluation will be assessed by specialized trainers.

DOCUMENTS AND MATERIAL FOR TRAINEES

A training certificate together with an evaluation form listing the competences acquired throughout the training will be given to the trainee

PRICES

2023

OPCO

ON DEMAND

Self-financing

1 200 €

DURATION

14 hours spread
on 2 days

PUBLIC

Anyone above 18
years old

PRE-REQUISITES

- French level B1

STARTING DATE

Open all year long -
please reach out to
us for more details

ENROLLMENT PROCEDURE

Contact our team

- on our contact page
- by email :
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- by phone +33 (0)4
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