



PERSONAL EFFECTIVENESS & EFFICIENCY

Objective

What makes it so difficult for so many of us to work in a way that allows us to do what we planned in peace and with a sense of satisfaction? The Training Proficiency® helps to develop skills and working behaviour for professionals to adopt a new way of working.

By the end of the training, participants will be able to:

- Gain insight in behaviour, task, time and energy management.
- Reach your goals in less time.
- Know how to plan more result focused.
- Know the influencers of stress and how to redirect them.
- Practice open communication and say “No” in a “Yes” manner.
- Maintain course in times of significant change.

Summary of content

In the ‘Personal Effectiveness & Efficiency’ training we focus on 5 competencies:

- Pro-active Work Attitude: proactive versus reactive behaviour, your typical working methods, making choices.
- Workflow Management; your workspace, filing system, managing email, knowledge management
- Systematic Planning; Eisenhower diagram, energy and performance, planning, calendar management
- Effective Communication; process of non-verbal and verbal communication, intervention levels, conversation models, saying no, delegating, influencing
- Result Driven Collaboration; environmental influences, availability versus accessibility, cultural features of the organisation and their impact

Structure

This training consists of a combination of an online questionnaire and face-to-face interview, 3 group workshops and 3 one-to-one coaching sessions. The total time invested by participants is around 2 working days, over a period of 3 months.

Recommended participants

Suitable for employees at all levels in the organisation. We customise our training as closely as possible to the working practice of the participants.

Return on investment

The training Proficiency® generates time saving of up to 4-6 hours p.p./week and productivity improvement of 10-15%. Participants experience a decreased perception in workload, are more action driven and sensing a better work-life balance.