

Course Title: E21 - Organizing One's Work Life

Course Length: 90 minutes (followed by optional coaching sessions)

Maximum Number of Participants: 24

Course Objectives:

The goal of this workshop is to provide participants with the information, the tools and practices that can be used to enable them to better organize themselves at work. At the end of this workshop, participants will be able to:

- Recognize the importance of balancing effectiveness and efficiency in the organization and delivery of their work;
- Recognize the factors and elements that can harm a good management of the time and priorities;
- Focus on 3 segments of their life at work: time, space and mentality;
- Use of the techniques and tools to get better organized.

Course Content:

1. Clarify the effectiveness and efficiency factors and the importance of the balance between the two;
2. Clarify the factors of inefficiency that could affect the balance;
3. Review of a several techniques in order to be better organized; and,
4. Practical group exercise.

Target Population:

Anyone interested in improving their productivity in the workplace.

Methodology:

An experiential approach is favored for this type of workshop. The trainer will present the concepts and techniques in the form of oral presentations and a practical exercise will be followed by a plenary discussion. Customized coaching sessions can complete this workshop for the employees who are interested. This workshop can be easily integrated into existing team and homogeneous groups meetings.

Expected Results:

Participants will be more organized and productive.