



course : Time Management and Personal Effectiveness

City :	Paris	Hotel :	Le Meurice
Start Date :	2025-12-22	End Date :	2025-12-26
Duration :	1 Week	Price :	5950 \$



Course Overview

Participants in this Time Management and Personal Effectiveness training course will gain essential strategies to optimize their schedules and enhance productivity. By mastering time management and personal effectiveness skills, attendees will become proficient in prioritizing tasks, setting realistic goals, and minimizing stress in both professional and personal contexts.

This training emphasizes practical strategies, such as task delegation, overcoming procrastination, and utilizing time-blocking techniques to create an efficient workflow. Graduates will leave with enhanced abilities to lead by example, foster a productive workplace culture, and consistently meet deadlines without compromising quality. These skills not only facilitate personal success but also elevate team performance and contribute to achieving organizational objectives.

Course Objectives

Help participants manage their time and the time of others effectively.

Provide opportunities to explore time management principles, exchange ideas, and learn practical tips and techniques.

Enable participants to review their current work practices and create actionable strategies to work smarter.

Encourage proactive professional development and provide tools to support ongoing learning.

Target Audience

All professionals and administrative staff who have discretion over managing their time and need to balance priorities to meet immediate demands and longer-term objectives.

Methodology

This training course combines multiple learning techniques to ensure practical application:

In-depth case studies to explore real-world scenarios.

Management games to foster teamwork and strategic thinking.

Simulations for practicing new skills in a safe environment.

Discussion exercises for collaborative problem-solving.



Self-assessment tools to identify strengths and areas for improvement.

Video training segments illustrating best practices.

The course emphasizes practical steps that participants can apply directly to their roles to enhance personal and organizational effectiveness.

Course Outline

Day 1: Dimensions of Time Management & Personal Effectiveness

Programme Introduction and Objectives

Action Planning and Enhancing Personal and Team Effectiveness

Making the Most of Office Technology

Chronistic Intelligence

Time-Stealers and Costs of Poor Time Management

Priority Setting – Rational and Emotional Approaches

Ten Principles of Effective Time Management

Handling and Making Requests

Behavioural Analysis and Time Management

Day 2: Personal Planning Systems / Interruptions / Project Planning / Stress

Getting the Best from Diaries and To-Do Lists

Proactive Planning to Meet Key Responsibilities

Developing Time-Based Planning – Daily, Weekly, Monthly Plans

Handling Interruptions – Developing a Time-Sensitive Culture

Planning Project-Type Work

Principles of Critical Path Analysis and Implications for Priority Setting

Understanding Stress and Managing Stress in Self and Others

Dealing with Change – Taking and Giving a Positive Response

Day 3: Getting the Best from Other People / Communication / Meeting Skills

Delegation – Giving and Receiving

Team-Working and Team Building

Improving Communication and Working Relationships

Assertiveness

Effective and Efficient Meetings – ‘Everybody’s a Chairbody’

Day 4: Office Ergonomics / Managing Information / Efficient Reading & Writing

Optimizing the Office Environment

Handling the Paperload and Developing Paperless Systems

Managing Emails

Improving Management Reporting Efficiency



Using and Developing Relational Databases
Business Writing – Principles of Rapid Composition
Rapid and Efficient Reading – Digesting and Retaining Information
Mind-Mapping Techniques
Day 5: Developing Creativity / Continuous Improvement / Self-Development
Developing Creativity in Self and Others
How the Brain Works and Creative Thinking Techniques
Developing a Culture of Continuous Improvement
Implementing Change Initiatives
Influencing Skills – Making a Case and Managing Organizational Politics
Continuing Professional Development – A Proactive Approach
Programme Review and Action Plans

Certificates

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates.
Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.