



MANAGING MULTIPLE PRIORITIES

Improving your effectiveness

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NUMBER OF PARTICIPANTS

6-10 people



TARGET POPULATION

Anyone who wants to boost their skills in managing time and priorities



LENGTH OF COURSE

1 day: 9.00 – 12.30, lunch with the trainer, 13.30 - 17.00



LEVEL OF ENGLISH REQUIRED

B2 minimum (CERL)

OBJECTIVES

The aim of this course is to help participants improve their effectiveness in the organization of their work. It does this by

- developing the mindset, skillset and toolset to enable you to manage priorities effectively
- defining time management myths
- raising awareness of effective priority management
- learning how to take a strategic approach to time management
- increasing your time management impact on others

CONTENT

- Establishing your distraction management index
- Effective Time Management Defined
- Predict external time wasters
- Implement self-selected strategies
- Taking Stock: how you spend your time
- Model how to set priorities : SMART Goals
- Organize tasks by category : Effectiveness vs Efficiency
- Assess the importance of using a planning tool : Eisenhower Matrix
- Recognize the top 10 symptoms
- Schedule time appropriately

TRAINING APPROACH

- Developing skills and mindset for time management.
- Acquiring tools and practical techniques via case studies and experiential exercises
- Analysing different examples of prioritizing techniques.
- Preparing strategies and implementing them with feedback from peers and the facilitator.



Facilities required :

1 main training room

+ 1 small room for sub-group activities

Flipchart

Videoprojector

COURSE PRICE:	€ 2 000,00 (+VAT 20% where applicable)
TRAVEL	Europe – economy class standard flight
HOTEL & CATERING (if not Paris)	1/2 nights – Well-rated hotel including breakfast and dinner
Other costs	Taxis...

*The extra costs relating to travel and hotel/catering vary between
€600 and €1 200 per course in Europe depending on dates and
destinations. A detailed quote can be sent on request*

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