Course : Optimizing time management when teleworking

Essential 3h30, distance learning only
Practical course - 3.5 hours - Ref. 9TT
Price : 370 € E.T.

★★★★½   4,4 / 5

Telecommuting can offer greater flexibility. However, the lack of distinction between the private and professional spheres can complicate time management. This training course will enable you to better identify your needs and discover methods for optimizing your time in this context.

🎯 Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand your operating mode and your needs to best adapt to this new situation
- ✓ Organize your workspace, delimit professional and private life
- ✓ Use practical techniques and tricks to improve concentration and mental focus

Intended audience

This module is aimed at anyone who has recently teleworked, or is likely to do so in the future.

Prerequisites

No special knowledge required.

Practical details

Teaching methods
Remote classroom training with plenty of exchanges and practical application of the tools and methods covered.

Course schedule

PARTICIPANTS
This module is aimed at anyone who has recently teleworked, or is likely to do so in the future.

PREREQUISITES
No special knowledge required.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Defining your teleworking needs and expectations

- Understand the advantages and drawbacks of telecommuting to prevent potential difficulties and reap the benefits.
- Know your abilities and limitations in this new context.
- Determine the "personal axes" needed to work effectively and develop concentration.
- Keep in touch.

Group discussion
Discuss participants' perceptions and expectations of teleworking.

2 Improve organization and optimize time management and priorities

- Structure your activity and define the boundaries between work and private life
- Set up "routines".
- Prioritize tasks with the MOSCOW method.
- Clarify and organize your activities using the Pomodoro method.

Hands-on work
Practical exercises on the different methods covered.

Dates

REMOTE CLASS
2026 : 30 Nov.