

# Professional efficiency e-learning channel

by XOS

*Practical course - 1d - 03h35 - Ref. 8EP*

*Price : 105 CHF E.T.*

Knowing how to plan your time according to the importance of your missions is essential to reduce your workload and focus on your real objectives. This training course gives you the keys to effective time management! It also teaches you how to get organized both at work and at home, thanks to a number of tips and tricks you can adopt when telecommuting. This course gives you the keys to optimizing the organization of your assignments, and to conducting effective and motivating meetings.

## Teaching objectives

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

- ✓ Evaluate your workload as accurately as possible.
- ✓ Identify how to prioritize your missions.
- ✓ Discover methods for optimizing organization.
- ✓ Identify the factors responsible for wasting time and the causes of delay.
- ✓ Implement tips for better time management.
- ✓ Managing and organizing teleworking.
- ✓ Conduct effective, motivating meetings in front of an audience.

## Intended audience

People who want to be efficient in their work. Anyone who wants to save time by improving their personal management.

## Prerequisites

No special knowledge required.

### PARTICIPANTS

People who want to be efficient in their work. Anyone who wants to save time by improving their personal management.

### 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.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## Practical details

### Digital activities

La structure soft skills : vidéos d'experts, exercices, cas pratiques et fiches de synthèse. 30 minutes de ressources complémentaires issus d'agrégations de contenus permettant un mix parfait entre conception et agrégats.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

Bénéficiez des conseils et des retours d'expériences des meilleurs experts. Découvrez leurs astuces et les raisons de leurs succès au travers de témoignages concrets. Les apprenants participent à un exercice de découverte active pour compléter et/ou renforcer les apports notionnels de l'expert et bénéficier d'un retour adapté en fonction de leur réponse. Durant chaque cours, découvrez des cas opérationnels réalisés par des experts pour aider les apprenants à mettre en pratique ce qu'ils viennent d'apprendre. Retrouvez une fiche synthèse complète et efficace ! Chaque apprenant pourra conserver une trace écrite de ce qu'il a appris et des conseils qu'il a reçus.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## Course schedule

### 1 Plan your time better to save time!

- Evaluate your workload.
- Master the golden rules of planning.
- Efficiently prioritize the day's events.
- Prioritize your time with the Eisenhower matrix.
- Prioritize value-added activities.
- Anticipate the critical times of a function.
- Manage your day according to your chrono-biological rhythm.

### 2 It's possible to save 1 hour a day!

- Save time by being bold.
- Save time with your messaging system.
- Stop being late.
- Fighting time eaters.
- Coping with the unexpected.

### 3 Conduct effective and motivating meetings

- Communicating in high-stakes situations.
- Making meetings effective.
- Resolve problematic situations in meetings.
- Follow-up on the meeting.

### 4 The keys to successful teleworking

- Teleworking performance tools.
- Teleworking wellness techniques.

**5 Meeting: hire remotely!**

- Achieve your objectives in remote meetings.
- Involve participants to follow up on the actions of a remote meeting.

**6 Improve your professional posture**

- Become an autonomous and agile professional.

**7 Webinar replay: Become a champion at organizing your time (30min)**

- Become a champion at organizing your time (P.1).
- Become a champion at organizing your time (P.2).