

Course : Organize and plan work collaboratively and efficiently

Practical course - 3.5 hours - Ref. 9MN

Price : 430 CHF E.T.

★★★★☆ 4,6 / 5

Managing also means planning and organizing activities. What models and tools should you choose? What impact will this have on team motivation, well-being and efficiency? 3? hours of workshops will enable you to try out concrete ways of optimizing the organization and planning of your employees' work.

Teaching objectives

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

- ✓ Discover the different models and practices for planning and organizing collaborative work
- ✓ Thinking about employee needs
- ✓ Promoting exchanges to make the organization efficient

Intended audience

Managers, project managers, anyone with a managerial role.

Prerequisites

Be in a management situation.

Practical details

Teaching methods

3h30 to discover the use of tools for reflection, perspective-taking, creativity and idea structuring. These tools can be reused in a professional context. Group and individual workshops based on participants' own activities. Mind mapping. Role-playing. Agile tools. Action plan.

Course schedule

PARTICIPANTS

Managers, project managers, anyone with a managerial role.

PREREQUISITES

Be in a management situation.

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.

1 Discover models and practices for planning and organizing collaborative work

- Define what it means to organize and plan an activity.
- Explore different forms of planning and organization.
- Identify their impact on team motivation and sustainable well-being.

Group discussion

Workshop: create a mind map on different forms of planning and organization. Articles and testimonials are made available to facilitate expression.

2 Understand employees' needs in terms of business organization

- Evaluating workloads.
- Identify task priorities.
- Explore the employee's needs in order to involve them in the organization.

Hands-on work

Workshop: poker planning. Involve your colleagues to estimate workloads together. Workshop: dot voting. Use Eisenhower's prioritization matrix and vote to help prioritize tasks.

3 Promoting exchanges for efficient organization

- Understand the importance of communication.
- Integrate communication rituals.
- Building trust.

Hands-on work

Workshop: game "Artists and specifiers" to raise awareness of the importance of precise messages, reformulation, feedback... for successful organization. Build your own toolbox to help you plan your team's activities.

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.

Dates

REMOTE CLASS

2026 : 12 June, 25 Sep., 4 Dec.