

Course : Optimizing time management when teleworking

Essential 3h30, distance learning only

Practical course - 3.5 hours - Ref. 9TT

Price : 430 CHF E.T.



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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.

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.

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 : 30 Nov.