

Course : Manage information and save time

Practical course - 2d - 14h00 - Ref. TIP

Price : 1610 CHF E.T.

★★★★★ 4,9 / 5

Collect, select and distribute information according to objectives and themes. Elements of note-taking. Source management, processing, distribution to departments. Ability to summarize information in writing, and develop oral presentation skills.

Teaching objectives

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

- ✓ Distinguish between relevant and irrelevant information depending on its purpose
- ✓ Gather and organize information from various possible sources
- ✓ Write and disseminate information, adapting your writing to the target audience and context.
- ✓ Present information orally, arousing interest by emphasizing decisive points

Intended audience

Anyone who wants to get straight to the point to save time and promote more effective professional exchanges and decision-making.

Prerequisites

No special knowledge required.

Practical details

Exercise

The teaching method is active and participative. It alternates knowledge input with applied exercises.

Course schedule

PARTICIPANTS

Anyone who wants to get straight to the point to save time and promote more effective professional exchanges and decision-making.

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 Information, conditions for efficiency

- Information: distinguish between information and data.
- Identify your target audience's expectations.
- Why inform? For what uses?
- Managing time as a scarce resource.
- What to do with informal information?

Exercise

Information practices, identify areas for improvement, define information needs.

2 Gathering relevant information

- Detect key information.
- Actively listen to an interlocutor.
- Distinguish between essential/accessory, priority/non-priority, "perishable"/background information, facts/opinions.
- Take notes and rephrase.

3 Prioritize and process the information gathered

- Asking the right questions.
- Prioritize information.
- Identify the essential in written and spoken form.
- Cross-reference information sources, consolidate information and put it into perspective.

Exercise

Identify and organize key information to write a summary.

4 Information watch

- Identify sources of information.
- How and when to collect information?
- Process information, add value.

Exercise

Define the different types of monitoring, the scope of monitoring, using a mind map.

5 Convey information in writing

- Criteria for successful summary writing.
- Key milestones.
- Organize your writing.
- Respect legibility criteria.
- Putting form at the service of content.

Exercise

Write a summary note.

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.

6 Conveying information orally

- Analyze and prepare for communication situations.
- Manage intervention time.
- Organize your presentation.
- Adapt your language and arouse interest.
- Should I use PowerPoint?

Exercise

Oral restitution of disparate information.

7 Disseminate and share information with colleagues and management

- Prepare and plan.
- Disseminate information in compliance with rules and practices.
- Disseminate relevant information to the right person, at the right time and in the most appropriate form.
- Measure recipient satisfaction.
- Cooperate, institute a culture of exchange.

Exercise

Implementation of an information dissemination plan.

Dates and locations

REMOTE CLASS

2026 : 8 June, 21 Sep., 14 Dec.