

Course : Developing concentration

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

Price : 1610 CHF E.T.

★★★★☆ 4,9 / 5

In everyday working life, interruptions and distractions often reduce the ability to concentrate and complete tasks effectively. This training course offers practical tools and proven strategies to improve your concentration and productivity. You'll learn how to identify your dispersal behaviors, create an environment conducive to concentration, and implement effective time management techniques. At the end of the course, you'll know how to structure your day to improve efficiency and maintain optimum concentration.

Teaching objectives

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

- ✓ Understand how memory works to identify areas for improvement
- ✓ Concentrate using methods adapted to your own cognitive functioning
- ✓ Maintain attention over time by fighting dispersion
- ✓ Mental isolation for concentration in open spaces
- ✓ Getting organized to improve memorization efficiency

Intended audience

Anyone wishing to develop their ability to concentrate in a professional context

Prerequisites

No

Course schedule

PARTICIPANTS

Anyone wishing to develop their ability to concentrate in a professional context

PREREQUISITES

No

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 Brain function and the concentration mechanism

Compétences visées

- Understand the brain mechanisms involved in attention and concentration
- Recognize the internal and external factors that influence concentration
- Identify different types of attention

Activités pédagogiques

- Collective reflection: identifying internal and external deconcentration factors
- Practical exercises: performing attention tests
- Launch of an individual action plan: definition of areas for progress, objectives and schedule

Outils et méthodes

- Attention tests (e.g. Stroop test)

2 Maintaining concentration in all circumstances

Compétences visées

- Recognize your own cognitive style and sensory preferences
- Apply specific techniques to stimulate attention and concentration
- Use observation and active listening tools in real-life situations
- Adopt the right body posture

Activités pédagogiques

- Practical exercises: techniques for sensory concentration (sight, hearing, touch), breathing and posture
- Case studies: simulations of various interviews
- Enriching the individual action plan

Outils et méthodes

- Active listening techniques
- Breathing techniques

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.

3 Mental conditioning and maintaining attention

Compétences visées

- Managing emotions and thoughts to improve concentration
- Apply relaxation and visualization techniques
- Develop self-motivation and the ability to focus on the present moment

Activités pédagogiques

- Practical workshops: training in guided relaxation and visualization techniques
- Enriching the individual action plan

Outils et méthodes

- Relaxation and visualization techniques
- Concentration techniques

4 Concentrating in open spaces: best practices

Compétences visées

- Organizing your workspace to promote concentration
- Establish common and effective team communication rules
- Reduce distractions and optimize concentration
- Creating a concentration bubble in an open environment

Activités pédagogiques

- Practical work: designing tools to create a concentration bubble
- Case studies: experimenting with different interruption management strategies
- Enriching the individual action plan

Outils et méthodes

- Time management techniques

5 Better organization for better concentration

Compétences visées

- Plan your work and manage your time effectively
- Distinguish between important and urgent tasks
- Define clear objectives and monitor their achievement

Activités pédagogiques

- Practical exercises: training in the Pomodoro method and other time management techniques
- Individual exercise: setting priorities
- Finalizing the individual action plan

Outils et méthodes

- Pomodoro time management method
- Eisenhower matrix

Dates and locations

REMOTE CLASS

2026 : 20 Apr., 15 June, 17 Aug., 26 Oct., 17 Dec.