

Developing Professional Effectiveness

Description

In a constantly evolving professional environment, the ability to manage time and prioritize effectively has become a key factor for success. Deadline pressure, the growing number of tools, and frequent interruptions can reduce focus and impact performance. This training is designed to help participants regain control of their workflow, enhance clarity, and strengthen their ability to take impactful action. It provides practical, immediately applicable methods to improve workplace productivity while maintaining personal balance.

Developing professional effectiveness in daily work

By attending this course, you will learn to identify what hinders your professional effectiveness and transform your habits to create an environment that supports focus. With a pragmatic approach, you will discover how to structure your day, anticipate disruptions, and set clear priorities. You will also develop better command of digital tools to reduce information overload and minimize unnecessary interruptions. This training offers simple and accessible techniques to sustainably improve your organization and productivity.

Course Content

Module 1: Self-assessment of professional effectiveness

- Identify strengths and areas for improvement
- Analyze your current level of organization
- Gain awareness of your work habits

Module 2: Clarifying professional objectives

- Define what you want to change
- Identify your priority objectives
- Align your actions with your motivations

Module 3: Understanding time wasters

- Identify sources of wasted time
- Analyze your organizational preferences
- Understand your approach to time management

Module 4: Optimizing personal organization

- Structure your email inbox and calendar
- Implement an effective to-do list
- Use Teams and collaborative channels productively

Module 5: Managing interruptions

- Understand the impact of interruptions and self-interruptions
- Identify distraction triggers
- Implement techniques to reduce interruptions

Module 6: Advanced time management

- Establish priorities using a clear method
- Make decisions quickly and effectively
- Manage procrastination and multitasking

Module 7: Developing an individual action plan

- Build a concrete and realistic plan
- Define short- and medium-term actions
- Implement progress tracking

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital course materials included

Participant profiles

- Anyone wishing to improve their personal organisation and work efficiency
- Professionals regularly interacting with tasks, time pressures or shifting priorities
- Team members looking to gain clarity, focus and confidence in their working habits
- Managers, leaders or supervisors aiming to better structure workflows and boost productivity

Prerequisites

- Have professional experience in an office environment
- Have a minimum level of autonomy in managing tasks

Objectives

- Identify your daily barriers and drivers of professional effectiveness.
- Organize your activities based on priorities and available time.
- Apply practical methods to reduce interruptions
- Strengthen your focus to increase your professional impact.
- Develop habits that support your confidence and composure.

Description

Professional Effectiveness Development Training

Niveau

Fondamental

Classroom Registration Price (CHF)

800

Virtual Classroom Registration Price (CHF)

800

Duration (in Days)

1

Reference

ORG-DEP