

Optimizing your time to reach your goals

Description

For a manager, personal efficiency is as important as managerial and organizational skills. This internship will show you how to manage stress and time, lead a meeting, convince and act with balance and efficiency with your team.

Course Content

Manage conflicts

- Basic reflexes in conflict situations
- A general method of handling conflicts
- Effectively manage resistance to change

Manage stress

- Escape both physical and psychological pressures
- Daily stress management tools
- Minute relaxation, trigger a reflex relaxation
- Work without getting exhausted and recover energy quickly
- Your anti-stress program

Manage your time

- The real causes of time management problems
- The personal dimension of time management
- What is really important and urgent
- The principles and rules of good time management

Lab / Exercises

Situation

- Public speaking: intervention on a controlled subject in front of the group. Collective debriefing
- Animation in anticipation of the next scheduled meeting or to be scheduled with its employees. Collective debriefing

Exercise

- Discovering the "hidden origins of conflicts": identifying one's natural behavioral attitudes or tendencies that can generate tensions or conflict situations
- Self-diagnosis of its restrictive messages and their impact on the perception of stress

Documentation

- Digital courseware included

Participant profiles

- New managers
- Confirmed managers and directors

Prerequisites

- No prerequisites

Objectives

- Manage stress and time
- Convince when speaking
- Facilitate a meeting
- Manage conflicts within your team

Niveau

Fondamental

Classroom Registration Price (CHF)

1300

Virtual Classroom Registration Price (CHF)

1300

Duration (in Days)

2

Reference

ORG-MGTP