

Effective Time Management



Preparation for the course

Facet5 Profile

- ✓ multilingual **online** questionnaire, internationally validated
- ✓ detailed report to know your **natural style** of time management

Course structure – virtual classroom

- ✓ 4 modules (2 hours each) with exercises during and between one module and another
- ✓ **individual development plan** at the end of the last module
- ✓ follow-up (2 hours) after 6 weeks to share the progress and results obtained and continue the application of the techniques acquired
- ✓ **maximum 6 participants**

Individual coaching upon request during or after the course for a **customised** approach based on your specific needs

Why participate?

Effectively managing your own working time and the time of your direct reports requires specific skills.

The course provides **proven techniques and tools** for prioritising and planning activities in order to achieve the defined goals both in presence and in smart working.

The course includes **simulations with feedback** in order to facilitate participants' engagement and learning.

Objectives

- ✓ recognize and **value** the time management style of each participant
- ✓ use effective techniques and tools for:
 - complete the tasks, achieving the defined objective within the deadline (**effectiveness**)
 - manage time wasters (**efficiency**)
 - reduce working **stress**

Language English, Italian

Contact us for more information!



**Performance
Technology
Solutions**

Via Valparaiso 10, 20144 Milano 02 72 09 45 14
www.ptsonweb.com info@ptsonweb.com