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PLANNING TO SUCCESS[©]

PRODUCTIVITY, PLANNING AND TIME MANAGEMENT

The Course

This programme is aimed at all employees who need to be productive, efficient and pro active and who want to improve their skills to achieve these desired outcomes.

Based on a concept by our partner Robert Fritz, Inc. SUA, this course helps participants gain awareness on the way they use, and manage time in order to develop skills.

A different perspective and a structured approach to the manner they analyze and project what they want or must do.

The workshop moves beyond the simple techniques of objective setting, and uses a profound approach to:

- Explore the way we function
- What is significant and important to us
- How we reach our goals
- How to allot time

The program approaches structure strategically, tactically and operationally in order to offer tools, behaviours and perspectives for each level that would help participants be more effective, motivated and productive.

Learning outcomes

- New perspectives on the way we can set and reach own objectives
- Mapping model for objectives, current reality and action plan to generate personal strategies and implementation
- Awareness of the impact own behaviours and managing others' behaviour has on personal effectiveness
- Tools to manage individual and others' behaviours
- Understanding objectives and results that are obtained – visualizing the desired end results
- Establishing structural tension with the steps to reach desired end result

- Time management and prioritizing tools
- Re-organizing the agenda depending on activity duration and priorities
- Implementation of a personal planning system

Course details

10- 12 participants in a group
Period: 2 days, from 9:00 to 17:00
Trainers: Lucian Mihai

AGENDA

CONTROL, INFLUENCE AND PROACTIVITY

- Identify time consuming activities
- Differentiate between how to control and how to influence areas
- Gain awareness on personal belief system and mental pattern –« locus of control » questionnaire

STRATEGIC COMPONENT – STRUCTURAL TENSION

- Introduce a current reality and objective mapping model
- Define the gap between current reality and desired end result
- Retroplanning – identifying landmarks that must be reached in order to meet an objective, starting from the desired end result

TACTICAL COMPONENT– APPROACHING UNPRODUCTIVE BEHAVIOURS

- Managing own inefficient behaviours
- Managing others' consuming behaviours
- Procrastination as behaviour (unproductive, useless, belated)

OPERATIONAL COMPONENT – TOOLS

- Priorities matrix
- Short term planning
- Medium and long term planning
- Agenda – efficient use
- Diagrams and other planning methods