



Time Management

Improve your effectiveness and say goodbye to time pressure

Today's business world is moving faster than ever. For most of us, that means learning to work under almost constant time pressure. The way we plan our days has a major influence on our effectiveness and the level of stress we experience. But effective time management also involves adopting the right habits and a healthy mentality towards planning. This course shows you how.

COMPETENCE⁺

 **RELEVANCE**
A SCHOUTEN & NELISSEN COMPANY

Results

- Your colleagues will respect your boundaries and understand your priorities
- Your colleagues will see you as a decisive, assertive self-manager of your time
- Your colleagues will benefit from your ability to set and meet realistic deadlines

Competences

In this training you will be working on the following competence(s):

- Delegating
- Flexibility/adaptability
- Planning and organizing

Ready to start working more calmly and effectively, without losing control of your deadlines? This course helps you master highly effective time management behaviours and overcome self-defeating habits. It is available to any managers or management-level professionals interested in adopting a new mentality towards time.

Participants

The maximum group size for the training course is 12 participants.

Course description

What will you learn

Ever feel like there aren't enough hours in the day? Or like you're always racing from one deadline to the next? Sometimes, it feels like this is simply the normal way to operate. Yet time stress takes a powerful toll on your well-being. It's time for a new approach to planning your day. It starts with adopting the right mentality.

Overcoming time stress means taking practical steps to improve your own time management. But it also involves learning how to set realistic expectations, so you relieve the pressure that you often feel from others. In this course, you'll discover how to set smart priorities and plan effective deadlines that keep everyone happy.

Program path





Some of the topics covered in this course include assessing your current time management behavior and finding ways to improve, identifying inefficient habits that adversely affect your time management, and prioritizing tasks based on your own key areas of responsibility.

You will also learn about using weekly and daily planning to meet your deadlines and deliver results, making strong time management choices based on what you value, and realistically managing other people's expectations to avoid deadline stress.

Training method

The Core program is a blended learning journey that forms the foundation for your skills. Relevant for professionals who are new to a skill and are ready for an in-depth learning experience. It is a 11-week program where you will receive ongoing support by a facilitator. During the 11 weeks you will get 1 day of group training, virtual peer coaching and online learning sessions.

Accreditation

Relevance Learning has been awarded as a gold accredited learning provider by LPI (Learning and Performance Institute). This badge is received for its commitment to high quality process improvement in the provision of learning, development and training services to clients.

Gold accredited learning provider by LPI

Relevance Learning is a Gold accredited learning provider issued by the Learning and Performance Institute (LPI), for its commitment to high quality process improvement in the provision of learning, development and training services to clients.

Certificate

On completion of the training course and subject to attendance and active participation, Relevance Learning will award a certificate. Our certificates are highly regarded in the business community.

Duration

Training Days

The Core program is a blended learning journey (in partnership with CrossKnowledge) that forms the foundation for your skills. Relevant for professionals who are new to a skill and are ready for an in-depth learning experience. It is a 11-week program where you will receive ongoing support by a facilitator. During the 11 weeks you will get 1 day of group training, virtual peer coaching and online learning sessions.

Face to face training set-up:

- Week 1 Welcome Kick-off session and 360 effect scan
- Week 2 Online Learning
- Week 3 Online Learning
- Week 4 Online Learning
- Week 5 Face-to-face training from 9:30 AM to 5:30 PM
- Week 6 Online Learning
- Week 7 Virtual Peer coaching
- Week 8 Online Learning
- Week 9 Online Learning
- Week 10 360 Effect Scan
- Week 11 Online toolkit, certificate and evaluation

Virtual training set-up:

- Week 1 Welcome Kick-off session and 360 effect scan
- Week 2 Online Learning
- Week 3 Online Learning
- Week 4 Virtual facilitator led training 1/2 day
- Week 5 Online Learning
- Week 6 Virtual facilitator led training 1/2 day
- Week 7 Online Learning
- Week 8 Virtual Peer coaching
- Week 9 Online Learning
- Week 10 360 Effect Scan
- Week 11 Online toolkit, certificate and evaluation



Investment

Training course

The price of the training course is € 1.500,00 (excl. 21% VAT).

Do you pay the invoice yourself? Then you automatically get a beneficial advantage. No 21% VAT will be charged. The price will then be € 1.500,00.

Facility costs

The price for the use of the accommodation, coffee/tea and an extensive lunch buffet is € 95,00 (excl. VAT). You obviously do not pay any facility costs if you choose the online course in the 'virtual class'.

Payment method

You or your organization will receive a digital invoice from Competence Training Institute – a Schouten & Nelissen company, which can be paid via bank transfer. Or use the payment link in the email for an internet or credit card payment (Mastercard or Visa). Please ensure that payment is made within 30 days of the invoice date and at the latest before the first day of class.

Terms & Conditions

Our current terms and conditions are displayed at www.competence.org/terms-conditions.

Current start and registration dates

You can register for this training course at www.competence.org/CPTM. For questions or help with registration contact info@competence.org or call + 31 (0)418 682 938.

Additional information

Reserve your place

You can book an optional seat in the training you prefer. This will be valid for two weeks. This assures you of participation even if you cannot decide now. Book your option on our website or call + 31 (0)418 682 938.

Incompany

Do you wish to do this training course together with colleagues? We also provide incompany training courses. We can develop training programs specially tailored to your organization's needs. For more information on tailor-made and in-house programs: Call + 31 (0)418 682 938 and book a telephone consultation.

Free consultation

Unsure whether this training program fits your learning needs? Our program advisors will be pleased to support you in making the right choice. You can call them on + 31 (0)418 682 938 on working days between 8.00 AM and 5.30 PM.



About Competence & SUAS

Your talent is the focus

SUAS and our international brand Competence are committed to talent. Whether it is your talent or that of your team or organization, we develop talent by means of training, coaching and consultancy. This way we can contribute to your personal success and the success of your organization.

Continuous learning

Our approach goes beyond classical training. Your learning is optimized by continuously working to achieve your own learning goals.

The best training, from the best trainers

At Competence & SUAS you are trained by the best trainers. Professionals, trained in behavioral science and with broad experience in group-dynamic processes. Our trainers develop your awareness of your own abilities and help you to develop new skills and behaviors. Their style is down-to-earth and direct, with a strong focus on practical applications. They are also always abreast of and utilize the latest insights in their field.

Choose for quality

Competence & SUAS stand for quality and permanent, positive results - since 1980. This has led to various recognitions and accreditations: Such as CEDEO, ISO 9001, ISO 27001 and NVAO. We are also a member of several industry associations such as NRTO.

Training programs throughout Europe

Competence & SUAS offer you training at more than 30 locations in Europe. Our locations have been selected on the basis of accessibility and quality. And, as many of our training courses start on a weekly or monthly basis, you can start working on your personal development immediately! Start dates and locations can be found on our website www.competence.org. Please contact us if the location or date that you want is not listed. We will schedule extra

training programs in response to sufficient need.

Contact

Competence

Van Heemstraweg West 5
5301 PA ZALTBOMMEL

PO Box 266
5300 AG ZALTBOMMEL

T +31 (0)418 682 938

E info@competence.org

I www.competence.org



Planned events

Datum	Plaats
12-12-2024	VIRTUAL CLASS

Do you wish to register or if you would like more information about the start dates? Call +31 (0)418 682 938.

Version: 18-10-2024