

PRODUCTIVE DESPITE COMPLEXITY

Retain and increase your productivity in an agile context

Does your working environment appear to be more complex and more confusing nowadays? Would you like to have more time to complete your tasks properly? With our new training course on managing your time and work, you will learn how to achieve the freedom you need to do this.

The training course is ideal for all employees and leaders, who would like to retain and increase their productivity in an agile working environment – without feeling overwhelmed or burnt out. Just like the subject of the course, the structure of the course gives you all the freedom you need. During the online course, you can study when and where you like. You remain flexible and determine the speed you learn at yourself.

Topics & Learning Goals

Bid farewell to traditional time management: Focus your attention properly

- Managing your time and work in an agile context
- Setting goals in a focussed manner
- Using the PROAKTIV®-activity matrix to recognise important activities

Boost your productivity: How to use the proper practical tools to increase your performance in the long term

- Methods for setting priorities properly
- Planning your day and week effectively
- Organising your 'lean' workplace
- Digital (overload) management
- Time hacks

Sharpen your saws: Retain your performance and do not burn out

- Stress management and burnout prevention
- Methods for the personal regeneration
- Self-reflection

Selection of Models & Methods

- 5 principles of human productivity according to Covey
- PROAKTIV-activity matrix according to the Eisenhower principle
- Pareto principle
- Ivy-Lee method
- Mindmap method
- BRAC principle for breaks
- Pomodoro technique
- ALPEN method
- Time boxing and batching
- Personal kanban methods
- 5S-method for organising the workplace
- E-mail management and digital well-being
- Stress traffic light model

Training Course

The interactive digital training course encompasses two online modules. You practise different time and self-management techniques and discover how you can increase your productivity efficiently without over-challenging yourself. You determine the tempo you want to learn at yourself and remain flexible thanks to the online modules.

Preparation for the Training Course

No preparation is needed for the training course 'Productive Despite Complexity'.

Methods

- Course has a modular structure
- Transfer tasks with practical relevance
- Self-reflection exercises
- Workbook

Target Group

No previous knowledge is required for this training course and no particular position in a company. It is suitable for everyone, who wants to retain and increase their productivity in an agile working environment – without being over-challenged or burnt out.

Investment

2 online modules

400.00 euros net

Included in the Course Fee

- 2 online modules with interactive units lasting 4 hours in total
- Course materials in form of workbooks: Accompanying documents with checklists and summaries that can be downloaded
- 1 personal coaching session (online) lasting 15 minutes
- Access to the learning platform for 6 months
- Course certificate

Registration

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The fact that we sometimes only use the male form in the text is due to need to make it easier to read. We are indeed addressing males and females to the same extent. The General Terms and Conditions of the PROAKTIV® Academy apply. Under reservation of the right to make changes for organisational reasons.