

# **Self-competence & Self-management**

Do you have a lot of work and responsibility and you are looking to be more productive? We all have our own personal way of doing things; find out how and when you best do what.

With proper self-management you will reduce stress and work more efficiently and effectively — you will gain time for what really counts!

## **Goals**

- You prioritise between “important” and “urgent”
- You acquire strategies to handle and avoid stress
- You recognise time-sinks and find ways to remove them
- You increase your personal performance — and have fun while doing so!

## **Contents**

- Time management and influencing factors
- Task analysis
- Personal behavioural profile DISC\*
- Tools and instruments
- Time wasters and distractions
- Coping with stress
- Efficient meetings

## **Methodology**

This training is an intensive 1-day workshop with countless real-life examples from your daily routine. You receive proven tips, checklists and templates.

## **Target Group**

- Supervisors of all levels
- Future executives
- Employees looking to optimise their demanding personal and professional environment

## **Scope**

- Date as per calendar
- 7 participants
- Duration: 1 day (7 hours)
- Trainer: Erik Leibundgut, Jakob Müller, Emilio Schläpfer
- PMP-certified participants can claim 7 PDUs

## **Pricing**

CHF 680 excl. VAT, subject to change

The price includes documentation, lunch and break refreshments.

\*Behavioural profile DISC with assessment optional, CHF 110 excl. VAT

Course description Course date Course time Day/s Location Course language Comment

Currently there are no events.