



## Efficacy and efficiency

### Using the right resources, setting the right priorities



We all have our own, personal way of doing things and handling tasks – and we all can improve our efficiency and effectiveness. This applies to everyone, whether you are freelancer, employee, project leader, department head or executive in a multinational corporation.

This **interactive 1-day course** is not merely a “time management” seminar. This is a training about operational excellence, proper planning and achieving goals. The principles are applicable both in the corporate sphere and in everyday life.

We will talk about workflows and process management, *Lean* principles, habits, and quality of life. You will learn how to increase productivity, collaborate more effectively, and reduce stress for all involved parties.

<b>Audience</b>	This course is for everyone who anyone who recognizes that their task management, priority setting, or workflow could use improvement: executives, office staff, project managers, quality managers, researchers, assistants and freelancers.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Know how to differentiate between “important” and “urgent” .</li> <li>• Identify “micro-losses” in processes ... and in your daily life.</li> <li>• Deal with today's multiple distractions, changes and interruptions.</li> <li>• Know to evaluate your own efficacy.</li> <li>• Increase your personal and team performance.</li> <li>• Know how to delegate.</li> </ul>
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Manage yourself ... before you try to manage others.</li> <li>• What is important, what is urgent ... and who decides this?</li> <li>• Setting the <i>right</i> goals: Why motivation alone is not enough.</li> <li>• Why every employee in the company needs to know the value chain.</li> <li>• Identify the 8 different types of waste (principles of <i>Lean</i>)</li> <li>• How to deal with the flood of e-mails, instant messages, ... and why you want to disable “instant notification” on your smartphone.</li> <li>• Who should be invited to a meeting, and who not?</li> <li>• Why “informing” is not an acceptable goal of a meeting.</li> </ul>
<b>Credentials</b>	Upon completion, participants receive a seminar certificate. PMP certified participants can claim 7 PDU.
<b>Language</b>	The training and the accompanying documentation are available in English, German and French.
<b>Trainer</b>	Dr. rer. nat. Jörg Hau, PMP
<b>Logistics</b>	The training consists of a <b>1-day interactive classroom course</b> . We can also run this course as in-house training at your site or at a seminar hotel of your choice. Min. 4, max. 12 participants. 1 day, 1 trainer.

