



Leadership, efficacy and efficiency Use the right resources, set the right priorities



We all have our own, personal way of doing things – and we all can improve efficiency and effectiveness. No matter if you are self-employed, employee in a SME, project manager or department head, founder or C-level executive in a multi-national enterprise.

This **interactive 1-day course** is not an off-the-shelf “time management seminar”. This is an all-round day about planning and achieving things. We'll talk about workflows and processes, about “good” and “bad” habits and quality of life. You will learn how to collaborate more efficiently, how to become more productive ... and how to reduce stress for all parties involved.

Audience	This course is for everyone who realizes that his (or her) management of priorities and resources – be it your own or that of your team – needs improvement: employees and executives, line managers and project managers, researchers, freelancers, assistants ... in short: collaborators from all areas.
Objectives	<ul style="list-style-type: none"> • Deal with today's multiple distractions, changes and interruptions. • Differentiate between “important” and “urgent”. • Identify “micro-losses” and contribute to eliminate them. • Know how to delegate. • Increase your personal and team performance and have fun while doing so!
Contents	<ul style="list-style-type: none"> • Manage yourself before you try to manage others. • What is important, what is urgent ... and who decides this? • Setting the <i>right</i> goals: Why motivation alone is not enough. • Why every employee in the company needs to know the value chain. • Where do we waste time, and what can we do against it? • How to deal with the flood of e-mails, instant messages, ... and why you want to disable “instant notification” on your smartphone. • Who should be invited to a meeting, and who not? • Why “informing” is not a valid goal of a meeting.
Credentials	Upon completion, participants receive a seminar certificate. PMP certified participants can claim 7 PDU.
Language	The training and the accompanying documentation are available in English, German and French. For in-house training, we can also provide mixed-language training, e.g. documentation in EN and facilitation in DE or FR.
Trainer	Dr. rer. nat. Jörg Hau, PMP
Logistics	The training consists of a 1-day interactive classroom course . We can also run this course as in-house training at your site or in a seminar hotel of your choice. Min. 5, max. 12 participants. 1 day, 1 trainer.

