



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.

Audience	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.
Objectives	<ul style="list-style-type: none"> • Know how to differentiate between “important” and “urgent” . • Identify “micro-losses” in processes ... and in your daily life. • Deal with today's multiple distractions, changes and interruptions. • Know to evaluate your own efficacy. • Increase your personal and team performance. • Know how to delegate.
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. • Identify the 8 different types of waste (principles of <i>Lean</i>) • 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 an acceptable 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.
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 at a seminar hotel of your choice. Min. 4, max. 12 participants. 1 day, 1 trainer.

