



International Training
Center Paris

TRAINING SCHEDULE



Phone: +33 6 59 26 89 09

E-mail: Info@itcparis.com

Address: 78, Avenue des Champs-Élysées, 75008 Paris

ADVANCED OFFICE AND TIME MANAGEMENT TECHNIQUES

Overview:

The Advanced Office and Time Management Techniques training is designed to provide administrative professionals with advanced strategies and techniques for managing their time and increasing their productivity. Participants will learn how to effectively manage their workload, prioritize tasks, and use time-saving tools and technologies to optimize their workday. The training will also cover techniques for managing interruptions and distractions, as well as strategies for minimizing stress and maximizing focus.

Objectives:

- Understand the principles of effective time management and productivity
- Develop advanced time management techniques to increase productivity
- Use technology tools to enhance efficiency and streamline tasks
- Develop strategies for managing interruptions and distractions
- Enhance focus and minimize stress in the workplace

In conclusion, the Advanced Office and Time Management Techniques training provides administrative professionals with the skills and tools they need to manage their time effectively and increase their productivity. With a focus on advanced techniques, technology tools, and stress reduction strategies, participants will leave the training with a clear understanding of how to optimize their workday and achieve their goals.

Targeted Groups:

- Office managers
- Administrative supervisors
- Team leads
- Project managers
- Professionals seeking to master time and task management

Planning:

Day 1: Principles of Time Management

- Understanding the importance of time management
- Identifying time wasters and productivity killers
- Developing a personal time management plan

Day 2: Advanced Time Management Techniques

- Prioritizing tasks and managing deadlines
- Time-saving tools and technologies
- Delegating tasks and managing workload

Day 3: Managing Interruptions and Distractions

- Techniques for managing interruptions and distractions
- Setting boundaries and communicating priorities
- Managing email overload

Day 4: Maximizing Focus and Minimizing Stress

- Managing stress in the workplace
- Techniques for enhancing focus and concentration
- Mindfulness and relaxation techniques

Day 5: Action Planning and Implementation



- Reviewing key takeaways and action items
- Developing an action plan for implementing new time management techniques
- Tracking progress and measuring results