Personal Effectiveness

- A program for Leaders and Managers who want to increase productivity, eliminate stress and get systems in place for long-lasting results

3 Super Sessions

"To be honest…"

WHO IS THIS FOR? This program is for leaders and managers who want to get things done efficiently, make time for what really matters in life and perform excellently while maintaining work-life balance. If you are experiencing any of the following, this training is especially designed for you:

- Feel stressed and doubtful you will be able to meet your deadline?
- Ask yourself why you never seem to achieve all that you planned for the day?
- Feel overwhelmed by the sheer amount of e-mail in your inbox?
- Think that your to-do list is more long than realistic?
- Feel stressed due to ineffective meetings?

OBJECTIVES

- *To gain understanding on how our brain and working memory function. This as a platform for insights about new ways of doing things*
- *To obtain hands-on principles, tools and models that can be put to use directly*
- *The increased ability to save time through prioritization, delegation and planning*
- *For the teams doing this program together: to create a common tool-box for working efficiently together by communicating and "meeting" more effectively*

WHAT IS THE FOUNDATION?

We start out focusing on creating insight on how humans react to pressure, information overload, conflicting demands and requests – why do we react the way we do and are there some alternative ways to react?

We then turn to finding solutions, making active choices about our work habits and efficiency and creating a way of working that really works – and keep us stress-free.

METHODS

This is a hands-on program were you actively take part through reflection, discussions and group exercises. Most importantly: we apply the new knowledge during the program to allow for immediate results! Unique for our program is the mix of creation of insight into the nature of being human in the modern working environment with development of skills in handling e-mail and efficient navigation of digital communication.

SETUP

Three sessions: 1 day + 2 half days, digital training via Zoom. Personal assignments before and during the training will be required.

DATES

Session #1: March 3rd, 2021
Session #2: March 10th, 2021
Session #3: March 17th, 2021

PRICE

€1.250/participant

Wilhelm Hast /CEO & Expert Trainer
"To achieve real and lasting change in an organization or an individual, insight is the only way to go. Our specialty is developing individuals in their process of achieving results, and grow into being a greater resource for their surroundings and their company.

Here is a selection of satisfied customers that we are proud to have worked with:
Swedbank, Göteborgs Universitet, Volvo, Preem, Toyota, ABB, Trafikverket, SOS Alarm, SKF RISE, Profoto, Västsv. Handelskammaren, AkzoNobel, Länsförsäkringar, Capio, VG Region mm.

Please get to know more about what we can help you with at **www.hastutveckling.se/en**

Hast Utveckling AB

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DETAILED CONTENT*:

SESSION #1 (full day)

Welcome!
- *Objectives and about this training*

Production vs Production capacity
- *Living with constant changes*
- *Laws of nature in human behavior*
- *Your mindset affects you and others*

You are not as smart as you think! - a look at your brain/working memory
- *Reactions to stimuli*
- *Pressure on your working memory*

4 principles of effectiveness
- *Collecting all that is coming at you and not forgetting anything*
- *What do you want to achieve? – a list that helps you to actually take action*
- *Prioritizing and parking tasks*
- *Maintaining focus – getting the work done!*

Effective e-mail in Microsoft Outlook
- *Creating a simple and sustainable folder structure*
- *How to get an empty inbox*
- *A new look at your calendar*
- *Our best Outlook-tips that are hard to find on your own!*

Your next steps till session #2

Summary
- *What are your take-aways from today?*

SESSION #2 (half day)

Reflection
- *Important insights and questions*
- *Q&A-session + going deeper*

The human mind, part 2
- *Staying focused and avoiding distractions*
- *Stress – what is it, how does it arise, how to reduce or even eliminate it*
- *The innate source of creativity and power*

Important vs urgent (Prioritization)
- *Activities that make a difference*
- *Time for what's really important*
- *Handle issues that drain your energy*
- *Creating room for long-term planning and strategic thinking*

Calendar and Planning Tools
- *What should be included in your baseline calendar?*

How to create time
- *Weekly planning tool – let's get your next week setup and ready!*
- *How to create more time!*

Your next steps till session #3

Summary
- *What are your take-aways from today?*

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SESSION #3 (half day, morning)

Reflection

- *Important insights and questions*

How to create time part 2

- *Review of assignment done between sessions*
- *Staying out of the gap of discontent – noticing progress*
- *Weekly planning, how to make it work better and better over time*
- *How to create even more time!*

Effective meetings

- *7 keys for a great climate*
- *Different types of decisions*
- *Leading meetings virtually*
- *Continuous improvement of meetings*

Digital Effectiveness for teams and communication

- *Taking command at the start*
- *Communication on a digital screen*
- *Different tools for presentation*
- *Activating participants / team members*
- *Body language in a digital workplace*

3 keys for guaranteed results

- *Good ideas vs commitments*
- *How to get the results you want*
- *What excuses are you willing to give up?*

What happens after today?

**Content may be subject to change during the training to better suit the needs of the participants.*