

Personal Efficiency Program® - PEP®

3 Days **BGPEP**

OVERVIEW

This workshop is delivered over 3 days distributed over a period of 4 - 5 months. It is a very practical course that helps improve one's working habits through:

- simplified and time-saving organisation
- more realistic planning and better control of one's work
- improving the decision-making process
- changing one's work behaviour in order to reduce stress

Participants will learn ways to improve their work relations with their assistant/secretary and the sharing of information among their unit.

DESIGNED FOR

Designed for all collaborators, for all functions and all levels of the hierarchy (can be targeted as desired): Individual persons, units together, Head of units with assistant. An attitude of commitment and cooperation with an understanding of one's work objectives is necessary for this workshop along with a willingness to improve organisational and work habits.

LEARNING OUTCOMES

By the end of this course participants will enjoy:

- More productivity, better space utility, improved personal organisation.
- Improved information retention, filing and retrieving.
- Less stress, less anxiety.
- Improved turn-around time and less procrastination.
- Improved decision making.
- Better control over workload.
- Obtaining a better follow-up/reminder system.
- Improved identification and management of priorities.
- Improved delegation and use of support staff.

TOPICS COVERED

- Evaluate personal work habits and compare them with the "Do It Now" approach.
- Identify appropriate work habits for the workplace.
- Identify the information that is important to each person's role.
- Organise the work space by applying the PEP principles of work space organisation.
- Understand and apply the PEP work flow principles.
- Understand and apply the principles of effectiveness in planning.
- Identify individual priorities and distinguish urgency from importance.
- Analyse the use of I.T. (electronic) tools (server(s), mail, Internet).
- Have transparent organisation: paper-based and electronic.
- Use Outlook as an integrated tool.



EXTRA NOTES

An equivalent course is available in Arabic and French. Please call us for details.