

Workshop plan

Time and Priority Management



EXPERTS IN PROFESSIONAL DEVELOPMENT

MP-Plus group has been delivering personalized training to companies for more than 30 years. We train more than 3,500 professionals every year.

Our training programs are popular because they are structured and personalized to meet your specific needs.



ABOUT MP-PLUS

MP-Plus Group is a leader in the field of professional development. We deliver world-class training in leadership, commitment, achievement, and fun at work - thereby bolstering Québec's international reputation in this regard. Our mission is to enable your professional development by optimizing your personal potential.

What sets us apart is the positive impact that our training programs have on the bottom line. To what do we owe our success? To our steadfast commitment, up-to-the-minute expertise, and reliable processes.

For the past 30 years plus, MP-Plus Group has trained and mobilized personnel at many major companies, resulting in direct positive impacts on more than 250,000 people.

As an external consultant, MP-Plus Group has provided the guidance that Mouvement Desjardins needed to transform itself into a client-centric organization and helped many of Québec's top 100 companies to achieve strong growth.

MP-Plus Group has built its reputation on outstanding training performance and optimal practices. Our team includes first-rate trainers such as sports psychologist and TV commentator Sylvain Guimond and non-verbal business communication specialist Christian Martineau. At one time, former Québec Vice-Premier Monique Jérôme-Forget also contributed her expertise to our professional training offer.

With every MP-Plus training program, your organization takes a giant step toward achieving the best version of itself.



François Trachy, Director of Development



Workshop :Time and priority management

Context:

In today's fast-paced world, the fleeting nature of time has become increasingly apparent. We live in an era where uncertainty reigns supreme. However, there is a solution at hand. Our training program offers participants the tools and knowledge to effectively manage their time, prioritize tasks, understand the root causes of procrastination, and redefine work satisfaction. By identifying and addressing time management challenges, participants can implement practical solutions, optimize productivity, and make the most of their valuable time.

Prior to the training, participants will receive a questionnaire to assess their current activities and challenges. This reflective tool serves to bridge the gap between theory and practice, enabling participants to apply the concepts directly to their own work situations. Through this training, participants will gain the skills to effectively organize and plan their work, master their schedules, utilize communication tools efficiently, and enhance overall efficiency for themselves and their colleagues.

Objectives:

Upon completing this training, you will be able to:

- ✓ Observe yourself objectively to accurately assess your personal situation.
- ✓ Conduct a comprehensive inventory of your current time utilization to identify areas for potential improvement and key focus areas for initiating a transformation process.
- ✓ Formulate concrete and realistic objectives that will motivate you to take control of your time effectively.
- ✓ Efficiently utilize the available tools, such as computers, calendars, journals, checklists, and notes, to enhance your time management skills.
- ✓ Save time through proper organization of your work environment and the implementation of a robust filing system.
- ✓ Reap the benefits of effective planning, regular evaluation periods, and various task management techniques to optimize your schedule.
- ✓ Manage allocated time for visitors, meetings, phone calls, and emails more efficiently.
- ✓ Foster positive and productive interactions with your colleagues, thereby maximizing team performance.
- ✓ Differentiate between urgent and important tasks with clarity and precision.
- ✓ Identify potential time-wasting activities and eliminate them from your workflow.
- ✓ Successfully delegate specific tasks with confidence and effectiveness.
- ✓ Develop a winning attitude that will shield you from energy-draining individuals and time-wasting habits.

Content:

Introduction

Initial self-assessment: Identify where your time is spent to proactively avoid time wasters

Prioritizing

Time logs

The urgent / important principle

The Eisenhower matrix

The Pareto Principle

Effective delegation

Negotiating your time allocation

Planning

The benefits of planning

How and when to plan

The clustering concept

Executing efficiently

Self-managing time robbers like procrastination, interruptions and task switching

Taking steps to boost your concentration

Profiling your energy levels

Keys to better mental, physical and emotional energy levels

Methodology:

- ✓ Interactive presentations on key concepts.
- ✓ Group work on priority management.
- ✓ Discussion of real-life examples.
- ✓ Individual improvement plan.



THE TRAINER

Genevieve Roy

Certified Trainer and Business Manager

Drawing on her experience as a certified trainer and business manager, Geneviève Roy is dedicated to optimizing your personal and professional development. She specializes in various disciplines related to human capital and holds degrees in teaching and psychology. Additionally, she is certified by the Professional Organizers of Canada (POC).

Geneviève Roy's primary goal is to share her passion for human development. Her extensive experience and diverse strengths shine through in her personalized training programs, which aim to provide practical tools tailored to individual needs.

Whether as a trainer or a speaker, Geneviève Roy approaches her work with respect for the participants, bringing openness, dynamism, and creativity that align with expressed needs and the training context. Her interactive style is one of the key elements that make each of her training sessions a unique and enriching experience.

