

**EL255**

PATHS TO PERFORMANCE

NEW COURSE

# Improve Your Personal Effectiveness - online training

 New courseDURATION  
**7 HOURS**REGULAR FEE  
**199 \$**

## Objectives

Wondering how you can be more productive? Finding it hard to concentrate? Hoping to squeeze a few more things into a busy day? Interested in communicating and presenting better? Or just hoping to get out of a rut? This course provides proven hacks from top experts in improving your efficiency in all of these areas. Get ready to boost your performance at work and in your daily life.

## Targeted audience

Anyone.

## Prerequisite

None.

## Content

### 1. Coping with stress

- Improve my well-being
- Deal with a stressful assignment

### 2. Effective task management

- Multitasking
- Do you suffer from the lion syndrome?
- Sort and simplify
- Organizing our tasks

### 3. Effective time management

- Recognize the factors in time-wasting

### 4. Reaching your maximum energy level

- Being in the flow
- Connectivity doesn't mean "availability"

### 5. Communicating effectively by email

- Email is work
- Communicating powerfully by email

### 6. Giving successful presentations

- Tell stories
- Communicating — connecting to your people

### 7. Owning your development

- Seize the opportunity of digital learning
- Take feedback well
- Learning from failure means learning that lasts

### 8. Additional resources

## Subscription

Subscription english version

Subscription french version

- Be detached
- Three rules for efficient time management
- Connecting to your audience's language
- Acquiring a competitive skillset in today's changing world
- Stop never-ending email threads
- Three tips to eliminate clutter

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