

PRBB Intervals Course Proposal

Course Title: Time management: how to get the best out of your day

Proposed date(s): 22nd and 24th May 2018

Course Language: English

Course Leader(s) and very brief summary of relevant qualifications and experience (no more than 2 lines for each trainer)

Louise Schubert works with individuals and organisations as an executive coach and consultant and is experienced as a trainer to help professionals from all disciplines, improve their overall performance management and leadership skills.

Rationale for course (why is this course of interest for the PRBB staff?)

With the increasing impact of technology in our lives, the fact that we can be connected 24/7, leading to the erosion of boundaries between personal and professional time, many people suffer from feelings of being overwhelmed and disempowerment. They find it increasingly difficult to carve out time for the things that are important in their lives. They also find it difficult to focus on one task at a time. The results of these pressures can cause general frustration and a lowering of self-esteem.

Course aim – general

Participants will be provided with the opportunity to take a step back from their very busy schedule and day to day responsibilities. They will have the chance to reflect on their current work practices, the priorities which guide them and the challenges they face on a daily basis. They will discover alternative approaches to the management of time and energy levels so that greater efficiency and enjoyment will be experienced in the hours dedicated to the professional side of their lives. Many of these techniques are appropriate for other areas of life.

Specific learning outcomes (what new skills, knowledge &/or attitudes will participants take away from the course?)

- Demonstrate greater control when handling the day to day processes and interactions with others
- Work more efficiently and effectively in the achievement of your work objectives and so increase overall performance
- Address any serious work/life balance issues
- Review the way you organize yourself and reflect on your own assumptions in order to find long lasting solutions.
- Decrease feelings of stress in the work environment

Course contents (outline of topics to be covered)

- Where does my time go? Individual and work in pairs to consider themes arising from the pre-course questionnaire.

- Individual reflection on knowing myself:
 - Purpose: what are my professional goals?
 - Personal strengths: what are the associated time management issues?
 - Life scripts: how do these impact my approach to time management?
- Personal organization and setting priorities
- Dealing with stress: Self-management in challenging situations
 - Developing resilience
 - Introduction of basic mindfulness and self-awareness exercises.
- Handy hints on how to improve control of time from now on
- Action plan and how to carry it forward.

Training methods

Pre-course preparation using a questionnaire and completion of a time log is required before arrival.

During the programme: Individual exercises, sharing and discovery with others, in depth discussions over key areas of concern, viewing of a short video. There is some theoretical input; however the facilitator uses the Socratic approach where participants will uncover what works best for them. A relaxation exercise is introduced in the second part and at the end participants will be invited to draw up action plans and think about the support that they need to make the desired changes in their day to day.

Target group in PRBB (Senior scientists, postdocs, predocs, management/admin staff, all residents)

Open to people at all levels. All PRBB residents.

Number of participants (maximum)

12 per group

Total course hours (Please specify: direct training with instructor present and required self-study)

Note: only the direct training hours will be included in the post-course certificate.

Number of hours of class time: 8 hours

Number of hours of self-study: 1.5-2 hours

Distribution of course (hours/days)

2 sessions of 4 hours.

Pre-course preparation and/or between sessions?

Participants answer a pre-course questionnaire and to observe themselves using the time log over a period of 5 working days.

Material participants need to bring (laptops, etc...)

Preparatory work and reflections

Relevant background reading/ audiovisual/websites or other materials

View the Steven Covey video clip on "[The seven habits of highly successful people](#)"