

#UP/ Efficient time management

No. 8531

Target group: All employees who want to optimize their time management comprehensively.

Prerequisites: An interest in online learning and a willingness to put the theory you have learned into practice and optimize it on a daily basis, to make sure that these new tools become a habit.

Training method: Online self-learning phases, live online sessions and support by professional learning experts.

Duration: approx. 45 days running time

Study time: 2 – 4 hours effective study time on the LearningHub @Cegos | 8 – 10 hours practice-oriented consolidation of what has been learned and successful transfer of the learning content into the working environment

Number of participants: min. 8 – max. 12

Languages: Available in 7 languages (ideal for international implementation)

DE EN FR ES IT PT CN

Price: on request

Benefits/Content: Thanks to this learning and implementation program, you will:

- Increase your time management skills
- Improve your ability to prioritize your focus topics
- Be even better prepared to stay permanently effective and successful.

You can acquire, deepen and apply your time management skills through a combination of digital learning, live online sessions and support from mentors (supervisors or colleagues).

We call this format #UP. It is based on a personalizable learning path that guarantees real learning success.

By using this format, we are keeping the promise of 4REAL, the process model of the Integrata Cegos Group, to offer you a lasting, practice-oriented and efficient learning experience.

You are the one who is in the driving seat: You have a clear objective right from the start and choose your own learning path.

Milestones Process Learning and applying

1. Learning set-up
Definition of your objective



Day 1 – 9 | 1 – 2 hours

2. Live Online Session
Exchange on learning content & support



Day 10 | 90 minutes

3. Personalize
your learning path



Day 10 – 11 | 30 minutes

Sprints – You choose two of the following sprints:

1. Setting and achieving priorities through specific techniques and weekly planning

- Plan your week with focus on your priorities
- Tools for planning your week
- Your transfer of learning for planning your week – Hands-on tips for implementation in everyday work

3. Remaining permanently productive through solution-oriented handling of work overload

- Acquire new and improved habits of dealing with work overload
- Tools to cope with work overload
- Your transfer of learning for coping with work overload – Hands-on tips

2. Maintain your priorities by managing additional tasks and requirements

- Maintaining your priorities by managing additional tasks and requirements
- Tools to manage requests while keeping an eye on your own priorities
- Your transfer of learning for dealing with requests while keeping an eye on your own priorities - Hands-on tips

4. Achieving even more success through added value generated in the process

- Create thought-provoking background tasks with high quality and creativity
- Tools to effortlessly generate added value
- Your transfer of learning for effortlessly generating added value – Hands-on tips

4. Learning and applying to workplace



Day 11 – 40 | 4 – 10 hours

5. Live Online Session
Exchange on transfer of learning



Day 38 – 43

Day 44 | 1 hour

6. Get certified
Evidence validation*



Day 45

*Prerequisites for the certificate: Submission of two pieces of evidence from third parties (colleagues, managers, clients, etc.) in line with the learning objectives you set yourself at the beginning of the training program.

Mentoring path



Day 1 – 45 | 4 conversations

Involvement of a company internal mentor (colleague, manager, supervisor, etc.) in the learning program, who will assist you with:

- individual objectives (comparison of company and learning objectives)
- selecting sprints
- collecting learning evidence