



**X·CONSCIOUS**  
TALENT FOR TALENT

**X-conscious nv.**

Dendermondsesteenweg 151 bus 504  
2830 Willebroek  
Belgium

An@xconscious.be  
GSM +32 479.98 46 69

**BTW BE 0759.597.397**

Live online learning sessions  
“Efficiency & Effectiveness”

## Relevance

Each of us is confronted with time: it is the most valuable thing in a human life. Our time is limited. So it is advisable to make the most efficient use of what you have.

### Goal of these sessions

DAY 1: ½ day

#### ENHANCE THE PLANNING OF THE WORK and EFFECTIVENESS.

The participants will be able to make choices based on priority setting and plan their time optimally.

Flexibility is a key to serving your customers best. So, a too rigid schedule can stand in the way. What if you do not have to make this so "fixed"? By knowing what your focus is. This can depend on what is important for your customer/company and for yourself. How do you get to know your clients' priorities?

Manage your time efficiently, with the right priorities and especially with the breathing space to maintain the necessary flexibility. That is the focus of this practically focused workshop.

From there we continue to work towards a practical implementation.

In the session we will

- ✓ Discuss and work-out best practices within the team.
- ✓ Learn to apply 3 to 4 theoretical models. Based on the intakes we choose the model:
  - What are your "Big Rocks"?
  - From Time management to Goal management to Choice management
  - How do you get to know your clients' priorities?
  - What Eisenhower can tell us?
  - Do I need to do this?
  - The perspective of time
  - Getting things done
- ✓ Discuss and work-out how this can be applied within the workflows of the different clients.

### WHATS'APP in between the 2 sessions

We open discussions and share interesting content.

DAY 2: ½ day

#### MANAGEMENT OF TO-DO ITEMS and OPEN QUESTIONS

On day 1, participants will learn how to prioritise and plan their agenda. Besides this, they will need to keep track of a lot of to-do items. At the end of the sessions the participants will have created their personal most efficient way to manage their long to do-list. How can they keep track of long term and short-term to-do items?

In the session we will:

- ✓ Learn how tools like Outlook, OneNote, Teams can help us with that. At the end of the session each participant will define his/her way of working.
- ✓ Discuss and work-out practices within the team.



### STRENGTHEN EFFICIENCY SKILLS:

Tools that can help us to work more efficiently: more structured, flexible and balanced. What are the tips and tricks within the tools like Outlook, OneNote, Teams that can help us with that?

- ✓ How to use templates, quick parts, auto text, categories, views, date magic, multiple windows...?
- ✓ Call to action: What did I learn today that I will apply in my workflow?

### For whom?

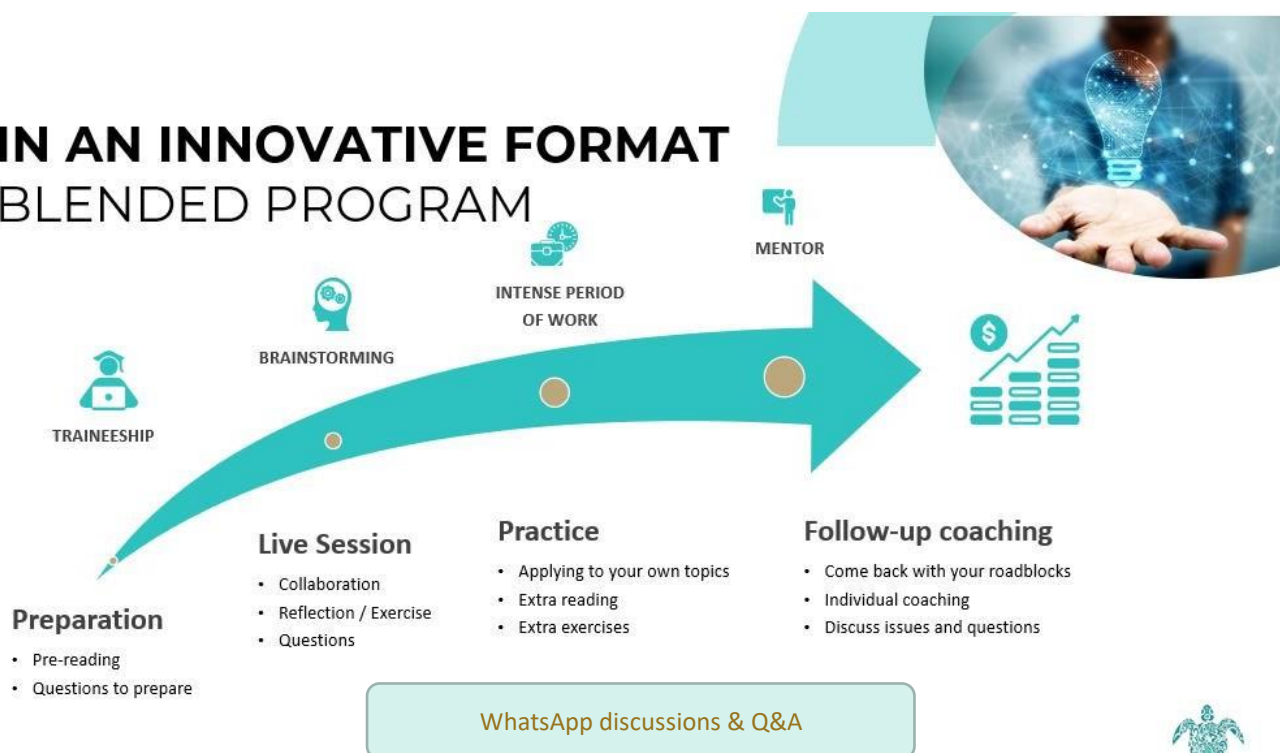
All participants are medior or senior consultants, 5 – 10 years of work experience. So, certainly no training focused on school leavers. For example, our people know how Outlook and OneNote work, but they would like some tips and tricks to work more efficiently with these tools.

### Design:

X-Conscious stands for short practical learning nuggets integrated in your worktime. Focus on learning in the workflow and optimum performance results. Interaction and discussions are key. On the other hand, we keep our sessions light and fun, because people learn best when they are having fun. X-Conscious works together with a collective of certified experts and trainers from Betoobe. Betoobe is a freelance community. As owner of X-Conscious, I am the community lead of the trainers' community. Do not hesitate to contact me if you have any questions.

*“Performance based training programs for your consultants easy integrated in worktime.”*

## IN AN INNOVATIVE FORMAT BLENDED PROGRAM





## Each module exists of:

- ✓ Teasers
- ✓ Reference materials (PowerPoint and/or recording of the session)
- ✓ Live (online) practice sessions
- ✓ Q&A's

## Trainers



### Nico Van de Venne (Day 1)

Nico has a 20-year career in computer science (IBM, Verizon, Terremark, Avanade, Systemat) sector as a leader of national and international teams.

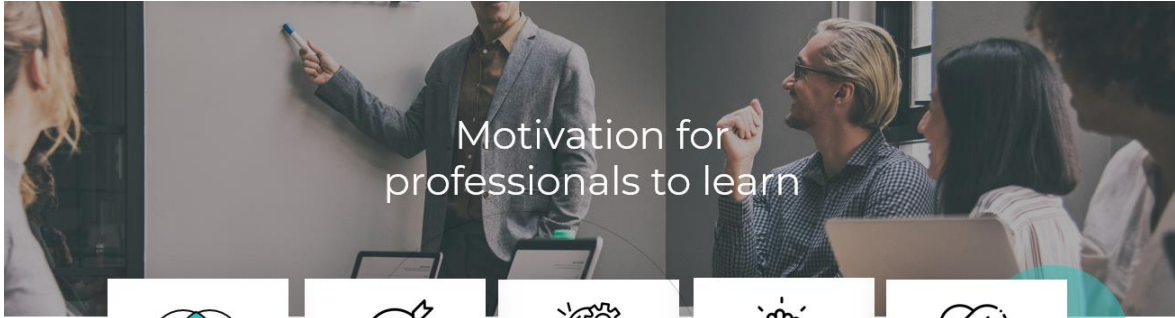
With in-depth and practical knowledge in Project Management, Change Management and Sales, he can draw on a rich past. Coaching and training are the specializations and focus at the moment. Over the past 4 years, he has focused on career guidance through VDAB career centres in Flanders.



### Bert Gielen (Day 2)

Bert has been IT consultant, trainer/Coach at CTG for more than 11 years. For the past 4 years he has been Information technology trainer. Furthermore, he is a multipotentialite with a special interest in (playful) copywriting, training, video games, presenting, out of the box problem solving, all things IT, communication and creating value.





## Motivation for professionals to learn



Relevant



Goal-oriented



Practical



Intrinsic motivation



Feeling respected

! Make it Fun !

