

MANAGE YOUR PRIORITIES, TIME AND RESOURCES

Take back control of your time and priorities to excel in a constantly changing world.

ON THE AGENDA:

- **Set goals aligned with your priorities**
 - Set personal and professional goals tailored to your context.
 - Identify the necessary resources and structure an effective action plan.
- **Get to know yourself better to organise yourself better**
 - Understand your relationship with time and adjust your habits.
 - Manage your stress and find a balance between efficiency and well-being.
- **Optimise your time and collaboration**
 - Apply methods and tools to plan better and avoid procrastination.
 - Adapt your communication for effective team dynamics.
- **Adapt and innovate**
 - Develop an agile approach to change.
 - Implement personalised strategies for sustainable time management.

INTERACTIVE
TRAINING

INTERACTIVE



CUSTOMISED



INNOVATIVE



HUMAN-CENTRED



Prepare, practise and progress with our innovative tools and human-centred approach!

- **Online preparation:** Access our Shareforce Academy platform for videos, a detailed programme and interactive modules designed to meet your individual needs.
- **Flexible programme:** Choose a one-day or multi-day training course, with collaborative workshops and case studies that promote interactive and human-centred learning.
- **Proactive approach:** Learn key concepts before each session to maximise your impact, with personalised support.
- **Personalised follow-up:** Benefit from interactive tools and ongoing support to deepen your knowledge between sessions, with a focus on your personal development.

Artificial intelligence at the service of your progress

Throughout the training, we will also use artificial intelligence as a cross-functional tool to enrich analysis, compare data, generate ideas and facilitate decision-making. You will discover the fundamentals of its use and explore how AI can become a concrete lever for gaining efficiency and relevance in your professional activities.

Join us and discover the keys to transforming your days, achieving your goals and finding a sustainable balance between performance and well-being.