

Productivity management for education staff (Malaga, Spain)

<http://staffmobility.eu/staffweek/productivity-management-education-staff-0>

Pulse of Mind happily invites you to come to warm & sunny Malaga and join an Erasmus staff training week "Productivity management for education" staff, hosted by a great lecturer & expert, Loreta Pivoriunaite - <https://lt.linkedin.com/in/ploreta>

Time management, prioritization and workflow optimization strategies and effective use of helpful tool.

SHORT OVERVIEW

This course aims to give practical strategies for increasing productivity, develop habits to be more organized, how to stay mentally on task and eliminate the to-dos you have floating in your head; and how to develop a time budget to get the most done during your workday and focus on your most valuable activities.

LEARNING OUTCOMES

KNOWLEDGE

Time management fundamentals

Develop productivity and use simple technology to manage it

Create a more focused schedule and workspace

SKILLS

Time management

Prioritization techniques

Goal setting

Day Activity

Monday - Participants arrival, Networking activities and introduction into the course, Cultural activities in the city.

Tuesday - Time management assessment, Goal setting techniques

Wednesday - Eisenhower's matrix, Practice: on hands experience of planning

Thursday - Productivity tools and technologies, How to improve focus. Pomodoro technique

Friday - Course wrap-up and final evaluation, Validation of learning outcomes and certification ceremony, Participants departure

Participants profile: Teachers, trainers, school management, headmasters, administrative staff, student unions representatives

For more information, please visit the link - <https://pulseofmind.eu/productivity-management-for-education-staff>