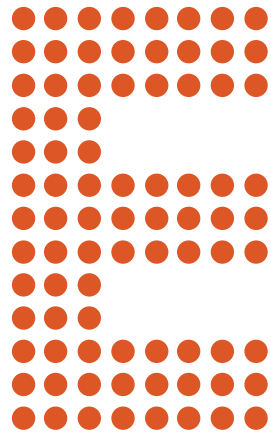


INCREASE YOUR "E" LEVEL

EFFECTIVENESS, ENGAGEMENT, EXECUTION, EXCELLENCE, ENERGY (2 DAYS / 16 HOURS)

Gest1on™



DESCRIPTION:

Feel free to achieve your very own definition of success. Achieve outstanding results in your personal life and in the workplace. Generate the necessary foundation for better living with integrity and increased performance, without compromising your values. Develop responsibility as an integral leadership tool. Transform defensiveness and blame into openness and cooperation. Eradicate ambiguity in meeting goals and ensure alignment with your business strategy and your life, while smoothly synching with your electronic planning system.

AIMED AT:

Executives, professionals and members of the general public who wish to improve their effectiveness, focus, and execution, while integrating existing day to day tools such as MS Outlook, MS OneNote and MS Infopath, and synchronizing them with their mobile devices (iPad, iPhone, Smart Phone, Blackberry).

WORKSHOP BENEFITS

You will learn to:

- Conduct strategic planning for your organizational unit while aligning business objectives
- Professional integrity - Level 5 Leadership
- Techniques for effective meeting management (Using MS InfoPath and MS One Note)
- Life and career planning (Vision and Mission, Values framework, Dreams notebook)
- Integrate your planning system with MS Outlook and mobile devices.

CONTENT:

Module 1: Understanding the Big Picture

Identify the elements involved in the alignment of the organizational strategy, and how they integrate in order to increase the level of execution, break silos, and improve relationships and collaboration between departments.

Module 2: Flow E +

Align, plan and make decisions with greater focus and increase your ability to make things happen. Balance between the personal dimension and the organizational dimension.

Module 3: Organizational Dimension

Strengthen the organizational unit execution plan: vision, mission, values, strategic objectives, key performance indicators, and projects aligned to business strategy.

Module 4: Personal Dimension

Find your true north and establish a sense of direction. Life Strategic Planning: values, vision, mission and personal projects, impact goals, individual career and / or development action plan.

Module 5: Professional Integrity – Level 5 Leadership

Level 5 Leadership features. Core skill building, increase level of competency and practice in three key areas: Learning to learn, develop unconditional responsibility and honor promises.

Module 6: Personal and Professional Effectiveness (Integrated Planning System MS Outlook 2003, 2007 or 2010)

Align goals with actions. Integrate planning system with MS Outlook; Effectiveness in managing projects; Effectiveness and etiquette in handling e-mails; Effective and high impact meetings.