CAMPANILETOOLS

The workshop helps you discover the reasons for time waste, high pressure at work and hardship in decision-making, and learn what to do about them.

Smart Scheduling

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MANAGEMENT CONSULTING

Who are we?

Based in Shanghai and working all over the world, Campanile Management Consulting is a vibrant team with versatile professional and cultural backgrounds. Our consultants bring experience in diplomacy, management, foreign trade, business services and training to our projects. Thanks to working with strategic partners worldwide, we stay ahead of the latest methods in leadership science and practices, and provide our clients with cutting-edge tools in a flexible and user-friendly way.

How do we work?

The individual focus of our work implies that we never deliver the same product twice. Carefully defining a small number of impactful changes takes additional work at the start, but ensures lasting results later.

Everybody knows that time is money… And yet, most companies have serious worries about the money wasted, while most of the time wasted goes unnoticed.

Smart Scheduling

Time is an asset, it has to be managed. Do it badly, and you will have more work and worries every day. Do it well, and you will achieve more with less time and energy.

The workshop helps you discover the reasons for time waste, high pressure at work and hardship in decision-making, and learn what to do about them.

Key skills for time management

Learn how to:

1. Notice when time is being wasted
2. Identify your top time wasting habits
3. Set clear priorities
4. Manage interruptions
5. Know and control procrastination
6. Create realistic time plans
7. Measure and adjust your progress
8. Respond to schedule changes efficiently
9. Coordinate with the schedule of others
10. Keep pressure down and energy up

The programme enables you to:

- Understand time management challenges
- Make decisions and do tasks faster
- Reduce stress at work
- Coordinate with others efficiently
- Help others to become more efficient
- Free up time for other tasks… or for fun
- …and of course all of this will give you focus and confidence when you plan your time!

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info@campanileconsulting.com

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Previous users of this programme:

OBI
TLD
Ipsen
weg
TRANSmart Carrefour
Alcatel·Lucent

What does a typical programme look like?

Awareness:
We start the project by listening to the client's description of their business, and the challenges and desired improvement regarding time management. Before we commit to any changes, we conduct individual assessment using a time management survey designed by Campanile. Finally, we set clear goals and decide on the best ways to accomplish them: consulting, coaching, workshops or more.

Skills:
Now that we are familiar with our client's circumstances, goals and challenges, we design and deliver customised time management tools and methods in the form of individual and group coaching, skills development and problem-solving workshops. Participants spend most of the time practicing real-work scenarios and working with others. Each activity builds on the results of the previous one, and can be adjusted accordingly.

Habits:
Without proper follow-up, consulting, coaching and training becomes a distant memory after six months. We know how busy people are, and therefore we design our projects realistically. From simple reminders to refresher workshops, we offer a dozen ways to turn a single programme into a habit-changing journey of improvement. We also work together with our clients to ensure that levels, units and teams within the company support each other's improvement.

We deliver!

For a detailed online brochure and photo gallery of previous programmes, visit our site at:

www.campanileconsulting.com

Please send your questions and requests to:

info@campanileconsulting.com

What makes Smart Scheduling effective?

- It is based on the **personal & team assessment**
- We work together with the client to **define the outcome** of the course
- We **customize the content** of the course, including printed workshop material
- Participants use current **work-related examples** to apply new methods
- We use **case studies** based on information collected from the client
- Participants create **personal improvement plans** that we will follow up
- We carefully **monitor the outcome** of the course and
- We provide our clients with detailed **reports and follow-up plans**

Our philosophy at Campanile is never to deliver the same programme twice. For customized solutions tailored to your industry and specific needs, contact us.

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