

# Working Systematically

## Workplace Learning

Training code	SYSW-COMPI
Spoken Language	Dutch
Language Materials	Dutch
Price	<b>€1.745,00</b> excl. VAT No extra costs.

## What is Working Systematically

Do you feel that you are doing enough or is the 'harvest' from your hard work always a bit disappointing? Is it actually clear to you each day what kind of mail, tasks, questions and disturbances will appear? And is it clear what your responsibilities and priorities are? Can you manage? And do you also feel that you are the only helmsman of your own (working) life? If you answer "no" at least once, it is time for the competence training Working Systematically.

In this competency training, we make you aware of the core of your problem, you learn to make your own plan to tackle this problem, and also find the motivation to carry out this plan and to persevere. So you learn to work systematically!

After completion of the training:

- You have clarity on what you want.
- You have a view of your own responsibilities and priorities.
- You know how to protect them.
- You know how to make a result-oriented, satisfactory planning for your activities.
- You have been inspired by the various tips and tricks and you know how to use them/.
- You feel back in control of your own work life.

## Who should attend Working Systematically

The training is suitable for you if you have a reasonable freedom to share insight into your own work, and regularly are confronted with situations that require you to prioritize, to delegate work, have problems from interruptions during your work or feel time is too short.

The individual character of the training will ensure that it corresponds to your own experience and learning goals. You work with practical tasks, assignments with colleagues, and practice in your own work situation, perform self reflection and spar with your tutor.

Every week you discuss the completed assignments with your tutor by phone or mail. The total study is approximately three (working) days within a period of up to three months, depending on your learning objectives and time.



The training is tailored to the needs of the participants, whether you join a group course, or if you join an individual course like Workplace Learning.

#### Prerequisites

Entry level: No specific prior knowledge or prior education is required for participation in the training.

#### Objectives

Objective: In this competency training we make you aware of the core of your problem, you learn to make your own plan to tackle this problem, and you also find the motivation to implement and maintain this plan. This is how you learn systemat

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