



## Time- en Workload Management

"You cannot manage time." But how do you manage work and workload? How do you separate your work into urgent, important and significant tasks? Where are the, personal and or organizational, pitfalls? Find the synergy in your team. Find and use the interests and talents within your team.

Through exercises and practical examples the participant learns where his personal pitfalls lie in these areas. The trainee will gain insight in where the profit can be found in his/her workload by looking at delegating, coaching and motivating.

YES Human Factors Ltd does this with the help of very experienced trainers and teachers with a background in management (operational and HR), psychology, organizational development and change management. The practical experience of dozens of years comes from different organizations, such as Siemens, Royal Air Force, KLM, Martinair, Ministry of the Interior, police etc.

YES Human Factors Ltd provides training within the market segments: Health Care (hospitals), coast guard, process industry, IT, safety organizations, banks and aviation.

We warmly invite you to participate in this interactive, practical and inspiring program.

**Han van der Meer and Jean-Pierre Kahlmann,  
Partners YES Human Factors Ltd**

## Time- en workload management

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Time and workload management is specifically designed for professionals and managers who want to grow in their organization and contributes to a safe, effective and efficient work environment.

### Description

The training provides insights but also tools for an efficient workload distribution per individual but also for your team.

### Program

09.00 Welcome with coffee  
09.30 Exercise: Urgency, importance and significance  
10.30 Exercise: own agenda  
11.00 Break  
11.15 Rory Vaden  
12.45 Lunch  
13.30 Exercise: Delegating  
15.00 Break  
15.15 How to increase the Synergy in your Team  
16.20 Exercise: roles in your team  
16.40 Evaluation and conclusion  
17.00 End

### Questions and registration

For more information and to register, please contact:

- Han van der Meer, partner + 31 6 23 915 971
- Jean-Pierre Kahlmann, partner + 31 6 53 139 981

Or send an email to [info@yeshumanfactors.nl](mailto:info@yeshumanfactors.nl)

### Overview

Time- and workload management

### Duration program

1 day

### Group size

3-12 or in consultation

### Dates

In consultation

### Location

YES Human Factors  
Voorstraat 2  
5353 KE Dieden

Or

In consultation In-company or in the vicinity of your home and/or workplace

### Costs

€ 540,- excl. VAT per participant

Course material, coffee, tea and lunch are included