

Getting a grip on the flood of information

Managing complexity

Seminar Objective

The flood of information is increasing and at the same time all processes are accelerating. Despite the best access to information, information itself is becoming a source of added pressure. Optimize your work processes by choosing the right information, clear structures for managing it and the level of information appropriate for your needs. Too much information can cause unnecessary stress!

Seminar Content

- How do I deal with the flood of information?
- The psychological effects of information overload
- What effect does the flood of information have on my personal well-being?
- Reduction of the flood of information through filters and structure
- The difference between information and learning
- How do I avoid overstraining my senses?
- How can I reduce complexity?
- What level of information do I need and in what situation?
- How do I manage to identify important information and ignore unimportant information?
- Distinguishing between important and urgent information
- Continuing evaluation and re-assessment of priorities
- The advantages and disadvantages of constant availability and access
- Targeted use of speed-reading
- The behavioural and organisational level in coping with the flood of information
- Psychological pressures causing information overload
- More and more information reaches us in an ever shorter time
- How can more be achieved with less effort?
- Manage email, web and meetings efficiently

Method

Individual and group exercises, short trainer inputs, discussion based on practical examples, aids for transferring into everyday life, simulation of everyday situations

Participants

The seminar "Getting a grip on the flood of information" is aimed at specialists and managers from business enterprises of all sizes and industries as well as from public administration.

Testimonials

„I particularly liked the practical relevance of the training and the pleasant atmosphere.“

O. Maiwurm, Volksbank im Märkischen Kreis eG

„I can rate this seminar VERY GOOD!“

B. Schwarte, Schmitz-Werke GmbH & Co. KG

Course Ref.

AO3006

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00

2. Day: 09:00 - 16:00

Location and Dates

Webinar

11.02.2021 – 12.02.2021

26.04.2021 – 27.04.2021

16.09.2021 – 17.09.2021

Muenster

07.06.2021 – 08.06.2021

15.11.2021 – 16.11.2021

Fee

980,00 € (ex. VAT)

1.166,20 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.

FAX-ANMELDUNG +49 251 20205-99

Dorpatweg 10
48159 Münster
Germany

Telefon: +49 251 20205-0
Telefax: +49 251 20205-99

E-Mail: info@kitzmann.biz
Internet: www.kitzmann.biz

Freecall: 0800 KITZMANN
0800 54896266

Ja, ich/wir buche(n) folgendes Seminar:

Seminartitel

Termin

Seminarort

1. Teilnehmer/in

Funktion

E-Mail

2. Teilnehmer/in

Funktion

E-Mail

Ja, ich/wir buche(n) das Aufbauseminar gleich mit:

Titel

Termin

Ort

1. Teilnehmer/in

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2. Teilnehmer/in

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E-Mail

Rechnungsanschrift

Firma

Ansprechpartner

Funktion

Abteilung

Straße/Hausnummer

PLZ/Ort

Telefon/Telefax

E-Mail

Datum/Unterschrift