



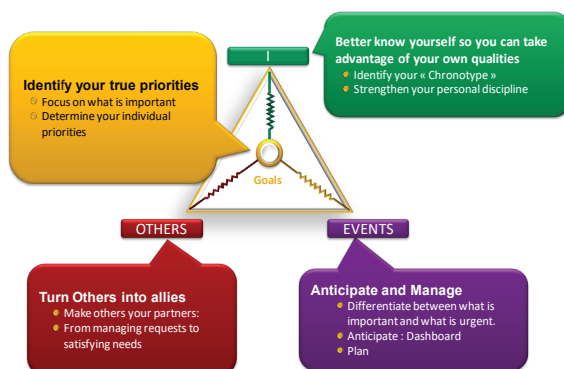
*"This training is easily accessible to anyone, whatever their level. It is a training that will be useful to everyone, whether they are managers or not. And it is not only theory but also practical applications to what is learned. You leave the seminar with concrete tools. Those tools can be implemented as soon as you go back to work. I will undoubtedly recommend this training inside my own company."*

Valérie, MORAINVILLE- ALCATEL-LUCENT UNIVERSITY

This two day seminar is built on practical exercises to help you learn techniques and provide you with pragmatic tools. Fast progress and successful implementation are guaranteed!

The participants leave the seminar with concrete tools and materials for an immediate implementation of what they have learned, including:

- Training manual
- Pocket flash-card
- Action Plan



## Concept

### ◆ Our method stems from the most recent research

David Allen's GTD (Getting Things Done) method, Brain Tracy's – "Eat that Frog," Stephen Covey's best sellers and the latest research on our brain functioning (neurosciences) nurtured the development of this training. Thereby, Chronos brings you several methods of priority management adapted to each situation.

### ◆ With Chronos, discover how to best use the up-to-date tools at your disposal.

### ◆ With Chronos, discover how best to use the modern tools at your disposal.

Chronos delivers to you principles on which you can rely to know when to handle your communications synchronously or asynchronously, and it gives you tips to best take advantage of your communication tools (e.g., email management, electronic scheduler, task management, conference calls, live meetings, etc.).

### ◆ Our methods and plans of action are adapted to each kind of time management.

After identifying your time management type (« chronotype »), Chronos will help you optimize your assets as well as establish safeguards against your personal flaws.

### ◆ Identify when others are allies when it comes to time management or when they are time-wasters.

Some of the concrete questions to which Chronos will strive to help you find the answers to include learning when to say « no », how to delegate and empower efficiently, and how to grow your own autonomy from your manager. And not only in theory, but in practical and real situations!

### ◆ An individual report

A month before the seminar, questionnaires are filled in by the participant and people from his professional environment. These questionnaires are analyzed electronically and the results are provided to each participant during the seminar. Those results give the participant a better sense of how he or she handles their time and their priorities, and it will help him or her find concrete paths to improvement.

## ABOUT THE AUTHORS



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Chronos® was developed by Open'Act, a Paris (France)-based management consulting firm headed by **Mr. Jean-Benoit Parat and Mr. François Pham** – two industry experts who have conducted extensive research in management behavior across various industries during the past 20 years. As the European office of **Persona GLOBAL®**, Open'Act partners with **Persona GLOBAL®** in delivering the entire suite of **Persona GLOBAL®** programs and offers training to consultants of **Persona GLOBAL®** products across Europe.



For more information about **Persona GLOBAL®**, Inc.'s metrics and methodologies, please contact [info@personaglobal.com](mailto:info@personaglobal.com) or visit [www.personaglobal.com](http://www.personaglobal.com)



## ABOUT **Persona GLOBAL®**

**Persona GLOBAL®** is a worldwide provider of assessment tools and methodologies for corporations facing challenges in change leadership, communication, organizational alignment, sales, customer service and management. **Persona GLOBAL®**, Inc.'s metrics and methodologies are currently available in 72+ countries; its programs have been translated in up to 38 languages. More than 1,700 certified **Persona GLOBAL®** practitioners around the world serve their clients as strategic business partners.

## Corporations that have benefited from **Persona GLOBAL®** Programs include:

- BMW
- Applied Materials
- British Airways
- Mitsubishi
- Dell Computer
- Japan Airlines
- Disney
- IBM
- Credit Suisse
- Coca-Cola
- Alcatel
- American Express
- Hitachi
- Motorola
- SONY Music Entertainment