



gett involved
LEADERSHIP TRAININGS

TIME & SELF MANAGEMENT PROGRAM

ABOUT OUR COMPANY

Gett Involved is an international training and development company for personal and professional growth, committed to the principle that people have the opportunity of creating fulfilling relationships, success, and a life worth living. We offer a unique personal coaching and leadership program with world class trainers and coaches for anyone who is ready to take his/her life to the next level.

ABOUT OUR COACHES AND TRAINERS

Our trainers are all highly qualified in making a difference in your life and others. Experienced in both live training as well as online trainings. Our coachpool is a pool of dedicated CCA[®] internationally certified transformational coaches. They all have an organizational background in either HR, jobsearch, learning & development, senior management or executive/ceo level.

ABOUT OUR METHODOLOGIES

In training, coaching, and mentoring we work with transformative tools in emotional intelligence. Many of the tools and exercises are based on NLP (Neuro linguistic programming), positive psychology and experience-based learning. Through practical exercises, you will reconnect with your vision, qualities, strengths, and authentic self which enables you to create extraordinary results. In our programs we focus on unleashing both the qualities of individuals and teams.



ABOUT THIS PROGRAM

In working environments the following themes amongs employees occur regularly:

- Ongoing and endless list of to-do activities, calls, meetings, creating lack of control and overview on tasks
- The belief that every task is equally important
- Feelings of dissatisfaction by the end of the day, even after a full day of hard work
- These themes above are creating lack of energy, mediocrity, stress and disbalance in work/life ratio

The solution to these problems seems simple: **manage your time effectively.**

However, managing time is more complex then it seems; it asks for emotional intelligence: for example: learning how to focus on what is important, effective assertiveness, balancing all aspects of life, making the right conscious choices and commit to those choses.

This program provides effective and clear methods based on simple, yet deep principles of emotional intelligence. The purpose of our self & time management program is to grow in emotional intelligence and personal leadership in order to become more effective in self & time-management. By the end of this program, participants take ownership and manage themselves and your time better order to work in excellence and with purpose.



OUTLINE OF THE PROGRAM

The program consists of 3 full training days within between group coaching sessions and individual coaching.

Training day 1 & 2 can be seen as an **inventory**: Before you can work with the tools of time management you need to know yourself deeply. How are you currently spending your time, how are you moving throughout the day and how is that affecting your work and life?

Training day 3 are about **tooling**: we set the foundations and planted the seeds in the first two days. Then we go into the tooling, in which the participants will be experiencing the tools instead of knowing it conceptually, so they can incorporate it into their lives.

Part 1

Training day 1 - The foundations of emotional intelligence: 'how to become more emotional Intelligent?'

Duration: 8 hours (Full day) - In person

- What is emotional intelligence?
- What is the comfort zone?
- How is your comfort zone affecting you in your daily life?
- How to handle stress in a healthy way
- What are your limiting & empowering beliefs?
- How does emotional intelligence affect your time management?
- Create new behavior and results, outside your comfort zone



Part 2

Group coaching 1

Duration: 2 hours - In person or online

During the group coaching sessions, we go deeper into the homework assignments that the participants have been working on after each training day. The participants get coached on how they are or aren't implementing the learnings into their life. They will be coached on what's in the way of not implementing it and what it takes from them to keep applying and discovering it.

Part 3

Training day 2 - the foundations of time management: 'how is your personal leadership affecting your time management?'

Duration: 8 hours (Full day) - In person

- Going deeper into discovering your autopilot and your comfort zone, and how your beliefs and paradigms are affecting you unconsciously in how you manage your time
- Get more clarity on your true north, your purpose and how to manage your time in line with your purpose?
- Become more assertive and create more time
- Discover your paradigms about time management.
- The first introduction of the time-management Matrix

Part 4

Group coaching 2

Duration: 2 hours - In person or online

During the group coaching sessions, we go deeper into the homework assignments that the participants have been working on after each training day. The participants get coached on how they are or aren't implementing the learnings into their life. They will be coached on what's in the way of not implementing it and what it takes from them to keep applying and discovering it.



Part 5

Training day 3 - The tools of time management: 'How to become an effective leader in time management?'

Duration: 8 hours (Full day) - In person

- A deeper explanation of the time management matrix
- Learn to integrate the Time management Matrix into your life and enhance both your results and relationships
- Learn to say no and create leadership in others
- Learn to live your life through the leadership quadrant, so you can experience more calmness, fulfilment, purpose, satisfaction, and joy instead of stress, frustration, unfulfilment and regret.
- A declaration for the future: from now on...

Part 6

Individual coaching

Duration: 1 hour - In person

In this individual coaching we go deeper on the personal learnings of the participant and work on how to anchor the learnings into his/her life.

The duration and buildup of the program is developed in a way that it has the most impact, but the length and depth of this program are customizable to your company's vision and demand. In that way the program can be scaled up and down.



PRACTICAL INFORMATION

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- Trainings can take place in English or Dutch
- Trainings can take place in company or on location of Gettininvolved Trainings. Contact us to inform about the fees for renting space in our Center
- Maximum amount of participants per workshop 10
- Depending on the location of the company and where the trainings will take place a price for the whole program will be provided
- Contact information: info@gettininvolved.com or **0031-683238046**.





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www.gettininvolved.com