



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

Methodology

Individual and group exercises Short trainer inputs Discussion based on practical examples Aids for transferring into everyday life Simulation of everyday situations

Target audience

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.

Course ref.

AO3006

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

Location & dates

Münster

14.11.2024 – 15.11.2024
27.01.2025 – 28.01.2025
03.04.2025 – 04.04.2025
13.11.2025 – 14.11.2025

Fee

1.150,00 € (ex. VAT)
1.368,50 € (inc. VAT)

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



FAX-ANMELDUNG +49 251 20205-99

Internet: www.kitzmann.biz
E-Mail: info@kitzmann.biz
Telefax: +49 251 20205-99

Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift