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Training program:

Effective Programmer

Info:

Name:	**Effective Programmer**
Code:	**Soft-practices-senior**
Category:	Soft Skills
Target audience:	admins developers management architects analysts devops po sm
Duration:	4 days
Format:	30% lecture / 70% workshop

An effective programmer needs to combine selected technical and "soft-skills" in order to best perform his or her work. However, since the vast majority of programmers are promoted based on their technical know-how, there are often significant gaps in the "soft-skills" part of the skill-set. These skills include the ability to better prioritize their work, avoid distractions, motivate themselves to be more effective, as well as being able to communicate in a clear and supportive manner.

As such, a specific training designed for programmers wishing to develop their skills is a good way to enhance their everyday effectiveness.

The program is developed as a set of meetings, with a 3-5 week break between each workshop, enabling participants to practically test their new skills and report on how well they have worked for them, etc.

It's all about the content.

- Improving communication – in-team, with clients and with business.
- Developing feedback and knowledge sharing skills.
- Increasing motivation and work efficiency.
- Reducing stress and burnout.
- Improving decision-making.

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Training program

1. Utilizing your brain for greater effectiveness (2 days.)

1.1. The introduction of how the brain works and how to utilize our hardware for greater effectiveness. Introducing System 1 and System 2, their strong points and limitations.

1.2. Systems 1 and 2 in prioritizing and time management.

1.2.1. Task journal and the holiday paradox at work.

1.2.2. Prioritizing.

1.2.3. Deep work and why multitasking does not work.

1.2.4. Effective planning and goal setting.

1.2.5. The WOOP technique in planning and motivation.

1.3. Systems 1 and 2 in motivation.

1.3.1. What works in motivation.

1.3.2. Automatizing actions.

1.3.3. Arranging surroundings to limit distractions.

1.4. Key issues in effective communication.

1.4.1. Different levels of understanding and how to manage them.

1.4.2. Significant areas of misunderstanding and how to deal with them.

1.4.3. How to ensure clearer and more precise communication.

1.4.4. Giving feedback without offending.

1.4.5. Dealing with negative feedback.

1.5. Status behaviors and communication.

1.5.1. Key issues related to status/authority behaviors.

1.5.2. When to use specific status behaviors.

1.5.3. Looking at the team from the perspective of a status dynamic.

2. Being an effective mentor (1 day).

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2.1. Effectively framing meetings and communicating ideas and solutions.

2.2. Feedback session from previous workshops.

2.3. Effectively supporting the development of adults.

2.4. Basic mentoring skills.

2.5. Basic coaching skills.

3. Personal management (1 day).

3.1. Feedback session from previous workshop.

3.2. Systems 1 and 2 in problem solving.

3.3. Dealing with stress and tension at work.

3.4. Emotional management, preparing for difficult situations, presentations, etc.

3.5. Cognitive biases and their impact on problem solving and decision making.