

## Training program:

# Improved Effectiveness

### Info:

<b>Name:</b>	<b>Improved Effectiveness</b>
<b>Code:</b>	<b>Soft-practices-skuteczność</b>
<b>Category:</b>	Soft Skills
	sm
	management
	architects
	admins
	developers
<b>Target audience:</b>	po
	analysts
	hr
	testers
	devops
<b>Duration:</b>	3 days
<b>Format:</b>	50% lecture / 50% workshop

Developers are often skeptical of soft skills. They doubt their usefulness, even if they suffer from their lack every day. Even if they do appreciate the value of soft skills, they tend to resist participating in soft skill workshops.

This resistance is well founded, because developers tend to have needs and requirements which are quite different from the typical workshop participant. They are less concentrated on having experiences or playing around during the workshop, and more focused on getting specific, practical tools, ready to use in their work as soon as the learning process ends. This means they need a workshop focused on delivering such tools and showing them that soft skills can actually be very specific and results-focused.

Improved Effectiveness is an introductory training to soft skills, showing their use in different areas of work (time management, motivation, communication, stress reduction, decision making) and providing a good base for picking further development directions as far as soft skills go.

#### Areas of implementation:

- Getting developers interested in soft skills and their value in everyday work
- Improving individual and team prioritization
- Increasing the effectiveness of everyday work
- Increasing motivation
- Improving communication
- Improving feedback
- Reducing burnout and stress
- Improved decision making

# Training program

## 1. The programs of our brain

## 2. Systems 1 and 2 in time management

2.1. Deep Work

2.2. Time Journal

2.3. Prioritizing – the Eisenhower Matrix

## 3. Planning and Systems 1 and 2

3.1. Choosing goals: the E-SMART model

3.2. Planning: Vonnegut Technique/Action Planning

## 4. Systems 1 and 2 and motivation

4.1. Yerkes-Dodson Law

4.2. Automated Actions: The habit structure

4.3. Decision Process Architecture

## 5. Systems 1 and 2 in communication

5.1. Why is it so hard to get people to agree with us?

5.2. Differences in skills and inference

5.3. Interpretation problems

5.4. The good listener model

5.5. NVC/"I" communicate

5.6. Status behaviors in communication

## 6. Systems 1 and 2 and emotional management

## 7. Perfectionism and imposter syndrome

## 8. Using Systems 1 and 2 in effective decision making

8.1. techniques for creative problemsolving

## 8.2. cognitive biases and ways of managing them