

## **Group Coaching      Self-management in Home Office**

**Dates:** 2., 5. & 10.6.2020

**Times:** 2 calls (approx. 1 hour talk) per half day at 3pm and 5pm; coach is available between the calls

**Place:** virtual; video or phone meetings

**Trainer:** Thomas Knappe, CoachingColleg Berlin

### **Content:**

Possible themes (discussions depending on the wishes and needs of the participants)

### **Mindset**

- Self-clarification  
Personal responsibility
- Self-efficacy and more

### **Productivity**

- (Agile) task and time management
- How do you prioritize your tasks?
- Arrange the beginning and end of the working day
- Set limits (for sustainable productivity)

### **Self-organization**

- Your work area (in the virtual and in the "real"world)
- Design suitable work processes
- Work and private life when working from home

### **Communication**

- Develop your personal communication strategy