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## *Focused presentation*

*of the bespoke modular approach  
for trainings and services delivered by  
Peter Nuhn, Dipl.-Kfm., consultant and trainer*



*Because at the end - it's all about your focus!*

## Why?

- ⊗ Today's increased demands on managers: Little routine - many tasks, projects and responsibilities - hustle and bustle of everyday life.
- ⊗ More effective and influential executives: at any time to the point, oriented, capable of taking decisions and achieving best results in their teams
- ⊗ Employees that are aware of their sustainable and lived "Work-life balance" by activated attentiveness!

## What?

- ⊗ Status quo: Where am I? - What do I take responsibility for? - What do I want to achieve?
- ⊗ Power of habit - and how to apply it
- ⊗ What should we focus our attention on?
- ⊗ Recapture control of day-to-day business
- ⊗ My personal energy management system
- ⊗ My personal project management



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**for the management  
of personal energy  
and time**

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## How?

- ⊗ Basic module: **2 days** group training
- ⊗ Encounter new opportunities for self management for the assumption of responsibilities / tasks
- ⊗ Establish your own attitude and approach to your work life through structure
- ⊗ Ex post review of experience made is useful.
- ⊗ Advanced module: integration of your office IT toolkit (e.g. Outlook or the use of smartphones) to your new personal structure

## Who?

- ⊗ Executives with a pronounced sense of personal responsibility.
- ⊗ Organizations who know the value of solid teams and success
- ⊗ Flexible organizations that focus on effective and result oriented leaders.

## Why?

- ⊗ Think and work more efficiently
- ⊗ Absorb and process information faster
- ⊗ Clarity in decision-making, planning and cooperation
- ⊗ Focused on objectives, projects and teamwork
- ⊗ Reduce stress by maintaining overview
- ⊗ Structure is fun!

## What?

- ⊗ Know how the brain works and how to use it better
- ⊗ 'Brainjogging' for more creativity and a noticeable increase in performance
- ⊗ Mind Mapping – Learn the basic technique
- ⊗ Business mapping - applications optimized for everyday work (e.g. meeting notes, project planning, problem solving ...)



## How?

- ⊗ **Basic module: 1 day** training in the group
- ⊗ Learn to use the most natural thinking tool.
- ⊗ Creating different mind maps to prepare your presentation, your text summary plan your project
- ⊗ On request: Presentation of a software-based mind mapping solution
- ⊗ The training includes individual feedback on self-created mind maps by E-Mail following the event.

## Who?

- ⊗ Executives with team, project and target responsibility
- ⊗ Flexible organizations wishing to exploit the brain capability of the 'human factor'
- ⊗ Ultimately MindMapping is **the** perfect thinking tool!

## Why?

- ⊗ Exponential increase of working groups in parallel to everyday business
- ⊗ The path from the functional manager to the proactive and results-oriented project manager
- ⊗ Common standards and tools in project management for quality assurance and enabling an overarching project controlling
- ⊗ Support a cultural change to professionalization and coherence!



## What

- ⊗ Project Management as a continuum between rational planning and human decisions making
- ⊗ The Project Outline - much more than just job and objective
- ⊗ The Project Plan – with the end result in mind establish the work streams
- ⊗ The project phases and their particular challenges
- ⊗ Project-manager - a role with many facets and opportunities

## How?

- ⊗ Basic module: **2 days** group training
- ⊗ Establish basic findings in Project Management
- ⊗ Concrete project planning using the templates provided during the training
- ⊗ Specific planning of (previously) selected projects from the everyday business of the participants
- ⊗ Direct feedback on the transparency and effectiveness of individual project plans

## Who?

- ⊗ Professionals with responsibility for projects seeking to expanding their toolkit
- ⊗ Organizations that are dependent on the optimal coordination of different change-processes and independent project team