



A Better Way To Work

# Priority Management

## Workshop Evaluation (On training day)

**Client :**

**Workshop :** WorkingSm@rt in Virtual Meetings

**Workshop Date:** December 2020

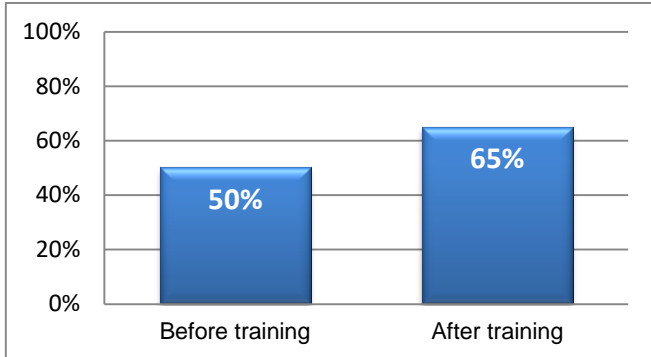
**Number of Participants:**

12

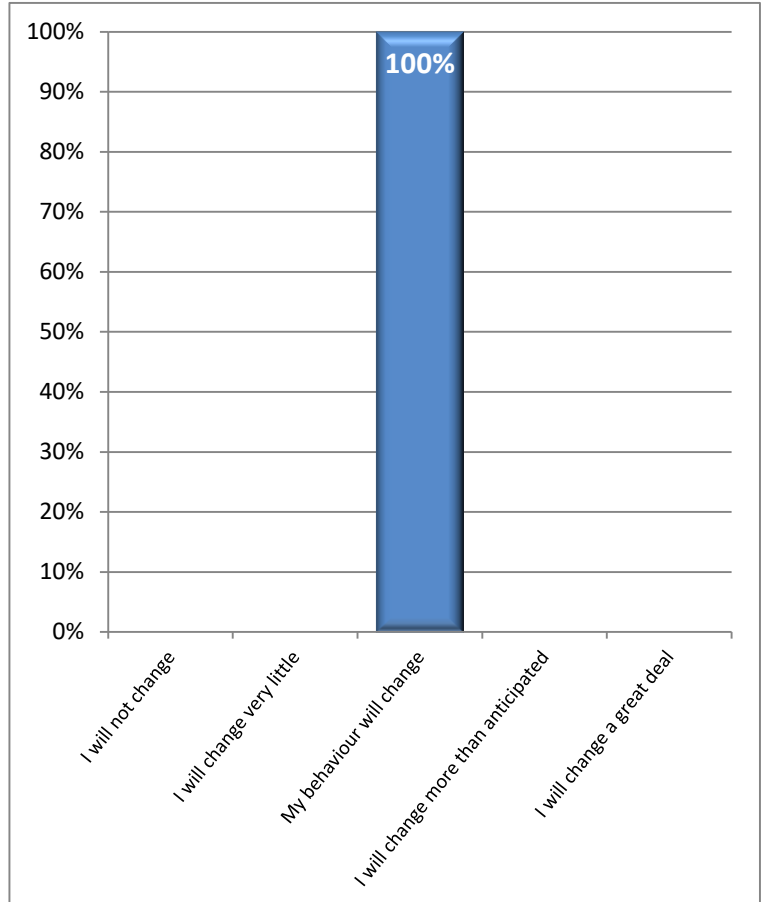
**Number of Participants that have completed the evaluation form:**

12

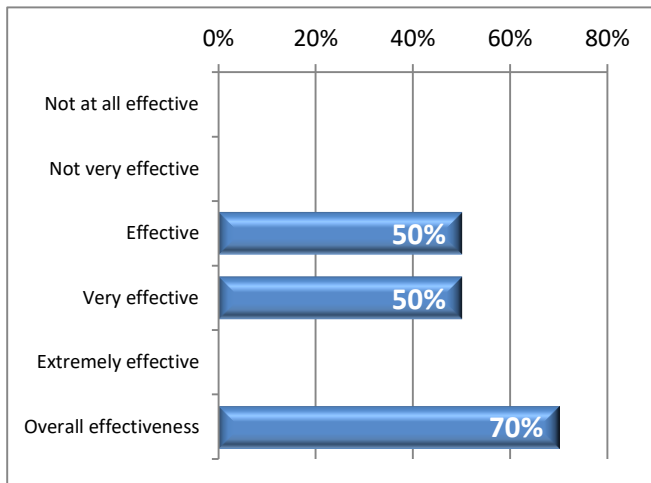
### My skills level:



### My anticipated change:



### Instructor: Knowledge, connection to our business



### Information requested by your team:

Working Effectively: WorkingSm@rt using MS Outlook	1
Centralising Information & Collaborating: WorkingSm@rt using OneNote	3
Working-on-the-move: WorkingSm@rt using iPhone & iPad	1

Planned Meetings: WorkingSm@rt in Meetings	0
Project Implementation: WorkingSm@rt using MS Project	0
Project Planning: Project Planning Breakthroughs	1



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## How would you describe the benefits of this training to others?

- 1 it gives some organizational tips such as how to implement OneNote on a daily basis, sharing notes from the meeting etc.
- 2 Really step back and think why we have a meeting, set agenda and follow-up
- 3 Useful tools to manage meetings, understanding different types of people participating in meetings, dealing with issues in meetings, managing time.
- 4 use of onenote

## How did the workshop compare with your expectations?

- 1 it meets my expectations however as usually there's a huge part of self-awareness, and work with oneself to have a discipline and change behavior.
- 2 Very well
- 3 it was better than I expected
- 4 great - I think you need to get more knowledge about the meeting culture at MDT as well as our matrix organization which highly impacts decision making

## Other comments

- 1 Need to learn and get disciplined on the tooling part