



Virtual Course for UN Volunteers

'Smarter Working'

We are inspiration in action

- 01 -

WHY

No one is taught how to work.
Typically you start work and have to pick up how to get things done on the go. And, as no one ever talks about 'how to work', you never know whether the way you do things is the best way.

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THE COURSE

'Smarter Working' shines a light on your habits and ways of doing things so that you can either carry on doing what works or improve and pick-up skills that will make things easier, quicker, simpler and better organised for you.

Participants report gaining an **immediate sense of clarity and control over their work** and typically establish new rhythms and behaviours that build their capacity and increase their impact.

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HOW

You will be introduced to approaches that will **change your mindset and help you develop new ways** to manage your email, calendar, meetings, projects and tasks.

You will be expected to engage with your colleagues and **try something new.**

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THE COACHES

The Smarter Working Virtual Course is facilitated by **two highly experienced productivity coaches** with a reputation for running interactive, compelling, insightful and practical sessions.



JAMES BIANCO



MOYRA SCOTT



BY INVITATION

Look out for our announcement to sign-up for Smarter Working - coming soon!

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