

HIGH SPEED WORK CERTIFICATION

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ High Speed Work Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend High Speed Work Training Course schedule



About Unichrone

- ✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across
global companies

PHILIPS

AXCESS
FINANCIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

baycoat

DUPONT

DASHTI

GlobalSign

TriskeleLabs

مصرف الراجحي
Al Rajhi Bank

DHL

ARASCO
أراسكو



أراسكو

EMERSON

accenture

VOLVO

AMA
AMERICAN MEDICAL
ASSOCIATION

sitel
group

signify

Atos

LEAR
CORPORATION

Importance of High Speed Work Training

- ✓ Attaining High Speed Work Certification can be a groundbreaker for any professional seeking ways to boost their productivity and stay ahead of the competition. It is a certification that provides the tools, techniques, and mindset required to optimize workflows and achieve exceptional results in record time. This equips individuals with a diverse set of skills that goes beyond the technical know-how. They learn to prioritize tasks and meet deadlines without compromising the quality of work. In addition, this certification affirms knowledge of overcoming procrastination and mental blocks that hinder efficiency.
- ✓ High Speed Work Course helps cultivate quick problem-solving ability, which enables a person to make timely decisions with the right solutions. Besides, participants are exposed to ways of enhancing more efficient handling of processes, reducing chances of making mistakes, and enhancing personal productivity at work. Through such trait mastery, its possessors can perform well under pressure, sustain high levels of precision, and give consistent high performances. The training equips candidates with many skills that will enable them to work in high-speed environments.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue High Speed Work Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills in High Speed Work can enroll in the High Speed Work Training course.

HIGH SPEED WORK CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of High Speed Work Training

Lesson 01 – Introduction to High Speed Work	
1.	Need for Speed in the Modern Workplace
2.	Balancing Speed with Quality and Accuracy
3.	Addressing Common Myths About Fast Work

Lesson 2 – Psychology of Productivity	
1.	Mindsets that Foster Productivity and Speed
2.	Overcoming Mental Blocks and Procrastination
3.	Cultivating Focus and Minimizing Distractions

Syllabus of High Speed Work Training

Lesson 03 – Time Management Essentials

1.	Significance of the Pareto Principle (80/20 Rule)
2.	Effective Time Allocation: The Time Blocking Method
3.	Prioritizing Tasks Using the Eisenhower Box

Lesson 04 – Speed Reading and Information Absorption

1.	Techniques for Rapid Reading and Comprehension
2.	Filtering Relevant Information from Noise
3.	Practical Exercises for Enhancing Reading Speed

Syllabus of High Speed Work Training

Lesson 05 – Rapid Decision Making

1.	Developing a Decisive Mindset
2.	Tools for Making Informed Decisions Quickly
3.	Balancing Instinct with Data in Decision-Making

Lesson 06 – Technology and Tools for Efficiency

1.	Overview of Productivity Software and Apps
2.	Streamlining Tasks Using Automation and Integrations
3.	Keyboard Shortcuts and Speed Techniques for Popular Platforms

Syllabus of High Speed Work Training

Lesson 07 – Effective Communication at High Speed

1.	Clear and Concise Communication Practices
2.	Rapid Meeting Formats: Stand-Ups and Huddles
3.	Email and Messaging Techniques

Lesson 08 – Delegation and Team Collaboration

1.	Recognising Tasks to Delegate Vs. Handle Personally
2.	Strategies for Effective Delegation
3.	Collaborative Tools and Platforms for Team Efficiency

Syllabus of High Speed Work Training

Lesson 09 – Stress Management and Burnout Prevention

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| 1. | Recognising the Signs of Burnout in High-Speed Environments |
| 2. | Techniques for Rapid Relaxation and Recentering |
| 3. | Setting Boundaries for Work-Life Balance |

Lesson 10 – Agile and Lean Work Methodologies

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| 1. | Introduction to Agile and Lean Principles |
| 2. | Rapid Iteration and Feedback Loops |

Exam Format of High Speed Work Certification

Examination Format	
Exam Name	High Speed Work Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for High Speed Work, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the High Speed Work exam.

Contact Us

support@unichrone.com



<https://unichrone.com/>

