

Effective Personal Productivity (6 lessons - teams)

- Understand and increase productivity by identifying High Payoff Activities
- Set priorities in all areas of life
- Deal with interruptions and enhance effective communication
- Develop through delegation and enhancing employee attitudes
- Make time for planning and goal setting
- Up to 31 hours of CPD time

Concepts, Challenges and Goals Workshop

Lesson 1: The Nature of Productivity

- What is productivity
- Time – the key resource for peak performance
- Attitudes toward planning and goal setting
- Attitudes toward other people
- Attitudes toward external circumstances
- Attitudes toward practices and procedures
- Attitudes toward yourself
- Identifying and using High-Payoff Activities
- Establishing a baseline for productivity
- The rewards from improving productivity

Lesson 2: Productivity Through Goals Achievement

- Having a positive self-image
- Personal and organisational goals
- How the goal-setting process works
- The power of written goals
- Making time for planning and goal setting
- Tracking and feedback
- Putting affirmation and visualisation into practice

Lesson 3: Increasing Productivity Through Managing Priorities

- Setting priorities for each day
- Setting priorities in all areas of life
- Maintaining focus by limiting interruptions
- Handling email efficiently
- Managing communications
- Setting up an efficient work area
- Managing drop-in visitors
- Crisis management
- Protect your productivity by saying 'no'

Lesson 4: Improving Productivity Through Communication

- Mastering communication skills
- The role of empathy in communication
- How behaviour affects communication
- Asking the right questions
- Listening for the total message
- Writing for clear communication
- Using email properly
- Using technology efficiently and effectively

Lesson 5: Empowering the Team for Peak Performance

- The empowerment imperative
- The benefits of empowerment
- Empowering different generations
- Attitudes – the heart of empowerment
- Developing team players through delegation
- Levels of delegation
- Communication and delegation

Lesson 6: Increasing Team Productivity

- Sharing and communicating goals
- Creating a learning environment
- Developing and coaching a self-directed work team
- Developing people to be their best
- Following efficient procedures
- Implementing productive meeting strategies
- Living with positive expectancy
- Celebrating your success

Course End Accomplishments and Results Presentation