

EFFECTIVE PERSONAL PRODUCTIVITY

Create a high performance organization

Communicate more effectively
Thrive in a learning environment
Become a team player
Set goals and achieve results
Deal with interruptions
Increase productivity through controlling priorities
Evaluate attitudes and make productive behavioral changes

Participants: Business Leaders, Managers, Supervisors and Key Individual Contributors
Standard Curriculum: Kick-off plus 6 - 2 Hour Sessions
Custom Curriculum: Add Goal Setting & Communications or Other
Schedule: Executive Showcase, Open Showcase & Custom In-house Programs

Each Session:

Provides action-oriented exercises to produce results.
Offers innovative ideas which can be put into action immediately.
Provides measurable results through behavior change.
Provides tracking methods to move you toward your organizational goals.

One: The Nature of Productivity

What is Productivity?
Time—The Key Resource for Increasing Productivity
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 of Improving Productivity

Two: Productivity Through Goals Achievement

Having a Positive Self-Image
Personal and Organizational Goals
How the Goal-Setting Process Works
The Power of Written Goals
Finding Time for Planning and Goal Setting
Tracking and Feedback
Putting Affirmation and Visualization into Practice

EFFECTIVE PERSONAL PRODUCTIVITY

Create a high performance organization

- 2 -

Three: Increasing Productivity Through Managing Priorities

- Setting Priorities for Each Day
- Setting Priorities in All Areas of Life
- Maintaining Focus by Limiting Interruptions
- Handling E-mail Efficiently
- Managing Communications
- Setting Up an Efficient Work Area
- Managing Drop-in Visitors
- Crisis Management
- Protect Your Productivity by Saying "No"

Four: Improving Productivity Through Communication

- Mastering Communication Skills
- The Role of Empathy in Communication
- How Behavior Affects Communication
- Asking the Right Questions
- Listening for the Total Message
- Writing for Clear Communication
- Using E-mail Properly
- Technology Efficiently and Effectively

Five: 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

Six: Increasing Productivity of the Team

- Sharing and Communicating Goals
- Creating a Learning Environment
- Developing and Coaching Self-Directed Work Teams
- Developing People to Be Their Best
- Following Efficient Procedures
- Implementing Productive Meeting Strategies
- Living with Positive Expectancy
- Celebrating Your Success!