PRODUCTIVITY MANAGEMENT
TRAINING COURSE

"The key is in not spending time, but in investing it." - Stephen R. Covey

This training course will help participants become more productive in their daily work. It will cover topics such as how to create an effective productivity plan, how to identify and eliminate sources of wasted time, how to set attainable goals, techniques for managing stress and distractions, and effective strategies for collaboration and communication. Through engaging discussions, hands-on exercises, and real-world applications, participants will gain practical skills they can use to improve organizational performance, stay organized, and optimize workflows. With the right practices, they will be able to maximize their potential and achieve greater success.

Key Course Content:
- Set appropriate behavioural targets as well as other more quantifiable targets.
- Create a positive culture that welcomes productivity targets.
- Address poor performance before it spirals.
- Build self-control into performance discussions.
- Set boundaries with staff.
- Use motivational techniques to reach objectives - What works and what does not work?
- Link reward recognition and feedback.
- Understand the importance of having effective and open communication in the organisation.
- Build effective team synergies at your workplace.
- Influence your people to work as part of a team rather than individually.

Target Audience:
The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.

Duration:
This course is available as a 1-day course or a truncated half-day course.

Delivery:
This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.

Group Size:
We recommend a group size of 4-10 people.

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