

Enhancing Personal Productivity

Duration: 2 Days

Introduction

This exciting programme will enable you to develop the skills, techniques and disciplines to translate goals into reality!

Less than one percent of adults have clearly stated goals – yet those who do have vision and can therefore make choices towards achieving those goals. So...the main skill that separates the most satisfied and successful people from the rest of the population is that they paused to think seriously about what they want to achieve in their lives!

Course Aim

We each have our own unique preferences and approaches to situations. As a result what helps one person may be a hindrance to another. While a little planning helps some people feel much better, it can represent an unbearable constraint for others. This workshop cherishes those differences, so instead of trying to shift you from A to B via a magic formula the aims are to shift you from A to a range of options that suit YOU!

By being more aware of your options you will be armed with choices and your skills to make valuable contributions and put first things first. You will know how to work efficiently (doing things right) and effectively (doing the right things)

Learning Objectives

Following the workshop you will be able to:

- ✿ Break goals down into practical steps to achieve reality
- ✿ Focus on what will make the difference - Take responsibility and make a difference where it counts
- ✿ Plan ahead and use your time effectively to increase personal and team productivity
- ✿ Keep doing more of what gets results for you
- ✿ Develop techniques to facilitate lasting change and personal improvements

Method and Approach

Pre-workshop

Participants will be provided with a self assessment and 360 feedback diagnostic which will enable them (if they wish) to seek feedback from their manager and subordinates about how their personal productivity and effectiveness is perceived. The assessment tool will allow you to analyse **20** dimensions of your effectiveness grouped into **4** areas:

- ✿ Effective Planning
- ✿ Personal Work Habits
- ✿ Communications
- ✿ Team Work & Meetings

The Workshop

A highly interactive workshop which utilises state of the art business activities, business simulations and practical activities to help you to apply the techniques. Participants will be provided with support that is committed to their success and development through coaching and personal feedback.

Post Workshop Option

With individual coaching and support participants will transfer their learning and skills to the workplace. A choice of assignments will be issued to the participants to enable reflection on personal learning derived from the content and process of the programme

Course Content

Day One: Identifying realistic goals and resources

- ✿ Where are you going? What are your goals?
- ✿ Frame that Goal
- ✿ Crossing over from dreams to reality. Begin with the end in mind!
- ✿ Identifying tasks to achieve your goal – The secret of working backwards
- ✿ Measures of success - Remember - not everything that that counts can be counted and not everything that can be counted counts! – What counts in your world?
- ✿ Goal assessment techniques – Hit or miss assessments.
- ✿ How to eat an elephant – small digestible chunks – small steps increase your success rate
- ✿ Do your personal resources allow you to achieve your goals? Assessing ability and enthusiasm to maximise goal achievement.
- ✿ Identifying transferable skills

- ✿ Personal development planning. Know what you want to learn or change and what you need to do to achieve that.

Day Two: Deal with the things that hold you back

- ✿ Give me time – free me up!
- ✿ Preferences for planned and spontaneous time
- ✿ Quick fixes for harassed planners and disorganised spontaneous types
- ✿ Identifying fatally flawed thinking
- ✿ The concentration curve – using prime time for tasks
- ✿ Avoid must do, should do and have to thinking
- ✿ Banish All or Nothing thoughts – a passion for excellence means thinking big and starting small
- ✿ Defeat perfectionism - Perfectionists can never win since nothing is ever perfect.
- ✿ Rushaholics – how to take your foot off the gas
- ✿ Our circle of influence - Identifying issues that you CAN control
- ✿ Over-committed? Gauging the size of the problem and gaining focus
- ✿ Pest control – managing interruptions and persistent offenders
- ✿ Fleeting meetings
- ✿ Identifying what you should Stop ► Start ► Continue ►
- ✿ Personal planning – for the beginning of time and productivity