Course duration

- 1 day

Course Benefits

- Learn how to build a culture that facilitates productivity enhancement.
- Learn how to align and measure productivity projects based on company goals.
- Learn the seven key areas of potential productivity enhancement.
- Learn a seven step process to manage your productivity initiatives.

Course Outline

1. The Unseen Costs of Poor Productivity
2. Why Productivity Drives Success
3. Power of Focused Productivity
   1. Goal Alignment
   2. Holistic Mindset
   3. Systematic Implementation
   4. Measurable Results
4. Creating a Productivity Culture
   1. Cultural Awareness
   2. Innovative Mindset
   3. Employee Communication
   4. Ability to Change
   5. Self and Organizational Learning
   6. Conflict Avoidance and Resolution
5. Productivity Amplifiers
   1. Smart Delegation
   2. Meeting Effectiveness
   3. Time Management
   4. Zone-Based Prioritization
   5. Email Efficiency
   6. Process Awareness
   7. Innovative Asset Reuse
6. Seven Step FOCUSED Productivity System

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.