€TRAINING

Effective Personal Productivity

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Introduction:

High productivity at work is never an accident. It is the result of the practical skills and strategies you will learn in this program, along with your commitment to personal improvement, hard work, and intelligence. You will learn how to become the type of rare high performer that organizations of all kinds and sizes say they desperately need and look to hire, retain, and promote.

Course Objectives:

At the end of this course the participants will be able to:

- Learn how to be willing to take full responsibility for their life and your success
- Increase their productivity by working smarter, faster, and better
- Resolve conflict situations constructively
- Become adept at negotiating win/win outcomes in everyday situations
- Understand the team concept, how to be a team player and promote teamwork
- Demonstrate initiative and leadership skills from your current position

Targeted Audience:

- HR Staff
- Coordinators
- All employees among all departments and managerial levels

Course Outlines:

Unit 1: Personal Accountability, Taking Full Responsibility:

- Learn the meaning and nature of personal responsibility
- Understand how you avoid taking responsibility for yourself
- Assess your willingness to accept personal responsibility
- Allow yourself to see the choices available in your life
- Claim ownership for the results of your life
- Understand the power and freedom that comes from accepting responsibility
- Understand the extent and limitation of your power

Unit 2: Personal Productivity: Demonstrating Value-Added:

- Manage your time and priorities for results
- Setting goals beyond S.M.A.R.T.
- Project management skills for everyday task effectiveness
- Make meetings work better, whether you lead or participate
- Learn to make decisions and solve problems quickly and effectively
- Learn project management steps and guidelines
- Adopt some simple work habits to increase your productivity

Unit 3: Conflict Resolution: The Road to Win-Win:

- Define ▯unhealthy conflict▯ and how to keep from crossing into it
- Learn the five different conflict management styles
- Use a model to help you choose how to respond to potential conflict situations
- Assess which conflict styles you most often use
- Practice a three-step model for resolving conflict
- Decide to modify your conflict style and how to handle your current conflicts
- Learn the art of collaborative negotiation

Unit 4: Teamwork, A Blueprint for High Performance:

- Understand the team concept to excel in teamwork
- Define the three elements of High-Performance teams
- Learn about the four types of teams
- Learn the different stages of team development
- Understand group dynamics
- Discover and optimize team member styles
- Become excellent at teamwork skills
- Learn how to promote teamwork

Unit 5: Taking the Initiative: Look for Leadership Opportunities:

- Why organizations value employees that demonstrate initiative
- Lead from where you are in the organization
- Understand the principles of effective leadership
- Leadership behaviors that you can put to work immediately
- How and when to lead your colleague and superiors
- Learn how to lead projects teams
- Delegation skills for non-managers