

Be Productive Training – “Turn Busy Into Productive”

Training Objective

The objective of the training is to motivate participants so they can make small practical changes that make their busy work lives more productive.

The following topics will be covered:

1. The meaning of productivity in business
2. How to prioritise the correct work
3. Setting goals that can be achieved
4. Getting the day to day stuff done
5. Reducing Meeting Time
6. Taking control of Email
7. Staying focussed and Managing Distractions

Duration

This course can be delivered as a 1-day or 0.5 day training session. It includes a mixture of presentation, group discussion and group activities. Each participant will receive a copy of all material presented plus electronic access to the Be Productive toolkit.

Learning Outcomes

By the end of the training participants will:

- Understand how to take control of their time
- Know how to work productively
- Develop their personal Productivity Improvement plan

Who Will Benefit From This Course

This course will benefit anyone in a busy role who wants to improve their productivity and effectiveness.

All training options can be customised to suit the organisation's requirements.