

Productivity Solutions for the Productivity Voucher Challenge

beproductive.ie is a productivity consultancy based in Dublin. The mission at beproductive.ie is to add value by helping individuals, teams and organisations “Turn Busy into Productive”.

There are many ways we can help you with this Productivity Challenge.

Our Approach

We help small businesses boost their Productivity by focusing on the outcomes people achieve not just the tasks they get done.

We help individuals boost their Performance Effectiveness & Productivity skills so that they can:

- Prioritise the important work
- Stay focussed to get more done
- Feel satisfied with what they achieve

We help organisations foster productivity so that employees can:

- Work in a happier environment
- Deliver what’s required and meet deadlines
- Streamline processes and reduce wasted time

We help Managers:

- Lead their teams to be productive
- Schedule the team workload effectively
- Provide clarity and focus on job responsibilities and weekly priorities

We provide a range of Training and Process Improvement options depending on the exact requirements of each business.

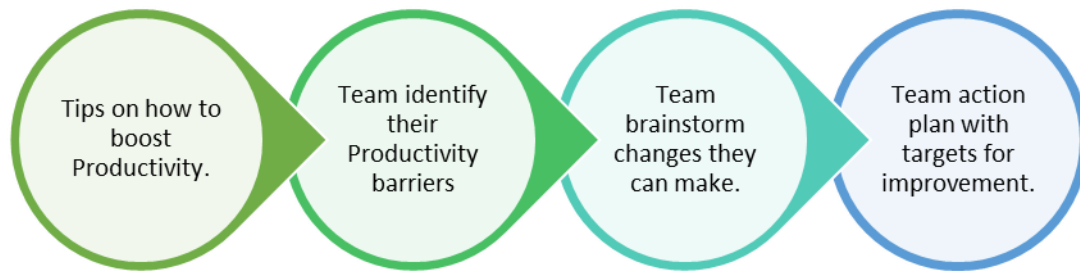
Contact moiradunne@beproductive.ie to discuss all our Productivity Training options and to tailor the exact approach for your business.

Team Productivity Training – 30 Day Challenge

The Team Workshop motivates teams and the team leaders to examine their own Productivity and develop practical solutions that they can easily implement.

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The session starts with an overview of Smart ways of working that can boost Productivity.

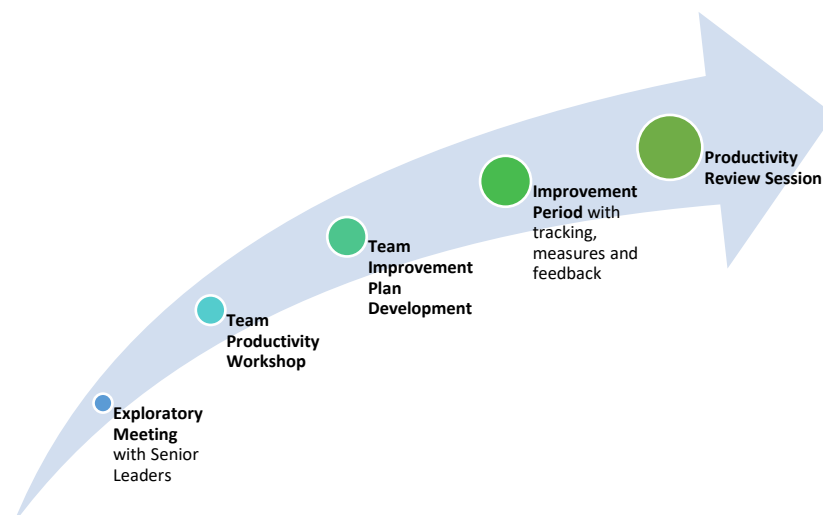


The team sets a timeframe for implementation of their improvement plan. Progress is monitored throughout this period and at completion.

This workshop is ideal for teams working together in fast-paced environments.

The following topics are included in the training:

- How Productivity Can be Improved in Small Businesses
- Introducing the Continuous Improvement Mindset
- How to document and streamline Processes
- How to anticipate and reduce problems within the business
- Identify Time Wasting and Optimise Turnaround Times
- Using Service Level Agreements to manage Customer Response Times
- Planning Techniques to ensure Business Goals are achieved
- Scheduling Techniques to Get Things Done
- Reducing time spent in Meetings and on Emails
- Reducing distractions within the office.



Productivity Coaching

This programme is designed to help individuals optimise their working style in today's fast-paced world.



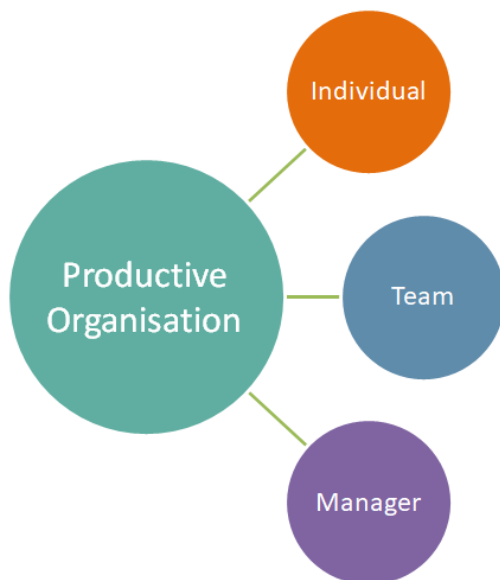
The programme provides tips and skills to stay on top of things and manage their workload or business effectively.

Working with Moira Dunne in person or remotely (via Zoom or Skype) the participants gain focus on their goals and priorities.

The programme usually takes place over a 4-week period with 3 x 1-hour sessions plus ongoing support and advice in between sessions.

Productivity Training for Senior Managers

Productivity training helps individuals perform at their best and increase their output. But for employees to sustain improvements an organisation needs to support productive ways of working. Many barriers can exist that cannot be removed by individuals themselves.



Examples of these barriers to Productivity include:

- Constantly shifting priorities
- Expectation of instant response
- Unclear expectations within roles
- Layers of sign-off
- Poor communication

Managers at every level of the organisation play a role in enabling a culture where individuals can be Productive.

This 0.5 day training session provides an overview for managers of their role in enabling productivity plus practical things they can do to support their teams.

Contact moiradunne@beproductive.ie to discuss all our Productivity Training options.

CLIENT LIST

(2016 to Date)

- AIB
- AIG
- Bord Iascaigh Mhara
- Brown Bag Films
- Chartered Accountants Ireland ROI & NI
- Company Formations Bureau
- CPL Recruitment
- Danone Ireland
- Design Enterprise Skillnet
- Donegal LEO
- ESB International
- Fairyhouse Racecourse Events
- Finous Corporation
- Fingal LEO
- Grant Thornton
- International Women's Club Dublin
- Leading Social
- Kemek Limited
- Kingston Lafferty Design
- Leitrim LEO
- Mason Hayes & Curran
- NetSupport IT
- Olas Training
- ORS Engineering
- Plato
- ProPhotonix
- Queally Food Group
- Resonate Consultants
- Salesforce
- SRI Executive Search
- 3Q Recruitment
- Womens Inspire Network