

Benefits of Improving Productivity

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

- Prioritise the important work
- Stay focused 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 is required
- Feel more engaged

We help Managers:

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

How We can Help You Improve Productivity

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”.

We focus on the outcomes people achieve not just the tasks they get done.



All our training options can be delivered remotely via MS Teams, Skype or Zoom

Productivity Seminars

The seminars are ideal for a Lunch & Learn session or alternatively can be part of a Team Building day.

Here is a list of seminars that we have delivered for clients over the past year.

- Top Tips to Manage Time & Be Productive
- Tips for Planning & Goal Setting
- Tips for Digital Detox and Distraction Management
- How to Foster Workplace Wellbeing
- How to Be Creative in the Workplace
- Tips for Smart Email Management
- Tips for Effective Meetings
- Essential Tips for Managing Performance
- Tips on How to Give & Receive Feedback Effectively

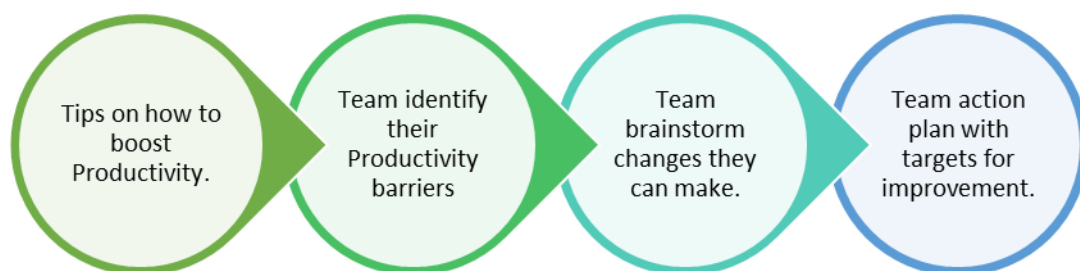
We can tailor all our content for your requirements and audience.

Seminars typically last 45 to 60 minutes but can be adjusted to suit your learning event.

Team Productivity Training – 30 Day Challenge

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

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.

Productivity Coaching Programme (1:1)

This programme is designed to help individuals optimise their working style in today's fast-paced world. This programme is also ideal for Team Leaders to help them optimise their



planning and prioritising techniques to enable their team's performance.

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, MS Teams 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.

Senior Managers Productivity Overview

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 seminar provides an overview for managers of their role in enabling productivity plus practical things they can do to support their teams.

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

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