



**Corporate  
Coach Group**  
*Training that transforms*

This is to certify that  
**Panpy Fung**  
has successfully completed  
**Productivity Training**

Attended January 2024

**This programme covers:**

- The difference between "Busy" and "Productive" days
- The Productivity P-List - Purpose, Plan, Prioritisation, Preparation
- Productivity SOS: Self, Others, Systems
- Improving productivity by setting goals
- How to prioritise tasks by their value and logical sequence
- How attitudes affect productivity

**Presented by: Mr. Christopher Farmer, Managing Director, Corporate Coach Group**

(6 CPD hours)



2024-01-2402

Corporate Coach Group, Walcot House, Parton Road, Churchdown, Gloucester, GL3 2JJ

T: 01452 856091 F: 01452 534329

E: [info@corporatecoachgroup.com](mailto:info@corporatecoachgroup.com) W: [www.corporatecoachgroup.com](http://www.corporatecoachgroup.com)

