



**Corporate
Coach Group**
Training that transforms

This is to certify that
Jonathan Ratnayake
has successfully completed
Productivity Training

Attended December 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)



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