Corporate
Coach Group

Training that transforms

Training Plan

Productivity Training

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A Training Plan for Your Organisation

What is the purpose of the training?

The purpose of the training is to initiate a process of rapid improvement, by means of achieving a shared understanding of the correct knowledge and skills that we need to employ, if we are to achieve our stated goals.

Productivity Course Summary

Corporate Coach Group's one-day productivity training course will give you all the skills, knowledge and information you need to maximise team productivity.

Nobody is paid for their busyness; you are paid for productivity. Just because people are busy, doesn't mean they are necessarily being productive. By increasing your team's efficiency, you will increase productivity.

This one-day training course will give you all the skills, knowledge and information you need to maximise team productivity.

Learning Outcomes for the Productivity Course

- Enhance your productivity and improve your performance
- Make the distinction between being busy and being productive
- Use the Productivity P-List - Purpose, plan, prep, personal initiative
- Productivity SOS: Self, Others, Systems
- Boost productivity by improving goal focus
- Learn to correctly prioritise your work
- Improve Positive Mental Attitude

Customer Review

> "The course content was useful, informative and made you think and look at things differently. The trainer's presentation was really engaging, interesting, involved everyone, made me feel at ease.

Helen Baker
Centerplate at Warner Bros

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Productivity Training Course Overview

Do you feel that you are busy, working hard, but are not as productive as you think you could be?

Productivity training will show you how you could get more done, in less time.

Productivity training is based upon the application of many related skills: including goal setting, planning ahead, prevention of error, prioritisation, delegation, and good decision making.

This informative training course will show you precisely how to correctly manage your time in the real world. You will learn how to improve your productivity, by replacing any bad habits with new, improved skills, and how to handle people and situations that waste your time.

Customer Review

> “ The content was very thorough and was just enough for a day course. It covered many areas but still remained focused on key areas of professional development. Marco was an absolute star, so helpful and kept me on track and focussed. I cannot fault the delivery of the presentation at all. Had never seen the tech before, so was really impressed, allowed me to be more engaged. I didn’t even look at my mobile phone all day!
>
> *Lily Sawyer*
> *Createmaster Ltd*

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Productivity Training Course Details

Morning Session

Definition: What is productivity training?

Productivity training is about making more progress, in less time.
To achieve your goals, you need to be at your most productive.
Your "productivity" is, in effect, a measure of your efficiency.

Ask and answer this fundamental question

"What is the most productive use of your time, money and effort?"

- "Productivity" is a measure of your achievement: a measure of the value of your work
- "Busyness" is a measure of your activity: a measure of the amount of your work

Many people have busy, but non-productive days, where they are working hard, but they are not making much progress.

The purpose of this course is to present key ideas that will allow you to improve your productivity. To get more done, whilst simultaneously saving time, money and resources.

The Primary Principles of Productivity

The primary principles of productivity are "value added" and "deadline pressure", as shown in the diagram below.

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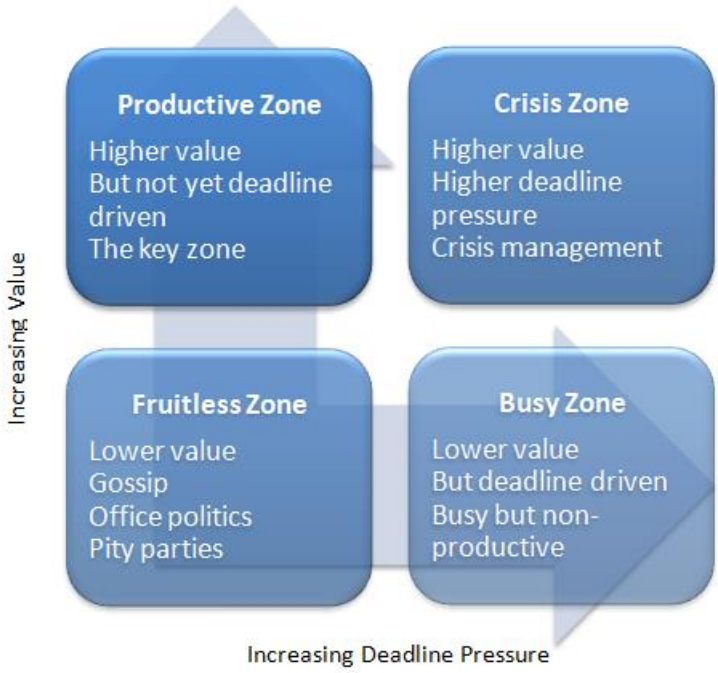
There are four types of activity:

- Q1 Crisis zone = High value, deadline driven
- Q2 Productive zone = High value not yet deadline driven
- Q3 Busy zone = Lower value, deadline driven
- Q4 Fruitless zone = Lower value, not deadline driven



Distinguish between being "Busy" and being "Productive"

Busy is a measure of your activity and is a cost.
Productive is a measure of your achievement and is a benefit.

It is important that you do not fall into the trap of being "busy, but non-productive", as many people do!

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The Productivity P list

Productivity relies on understanding and working according to the P-list. All the key concepts relating to productivity begin with the letter P:

- Purposefulness: The main reason for your organisation's existence
- Planning: How you intend to achieve your purpose
- Productive effort: The energy you put into the implementation of your plan
- Persistence: The act of coming back stronger, with a better plan, again and again
- Prioritisation: The act of organising things into the optimum order
- Protocols: The documents that standardise responses
- Preparation: The act of making ready, before the implementation of the plan
- Progressive thinking: The act of always looking towards a better future
- Prevention of avoidable error: The elimination of self-sabotage
- Proper decision-making methods: The act of picking the best option from many
- Problem cause solution analysis: The act of tracing causes and coming up with practical solutions
- Problem implication countermeasure analysis: The act of predicting and stopping painful consequences
- Personal initiative: The art of taking action before anyone forces you. Action on your own volition
- Positive mental attitude: The act of taking charge of your own mind and conversation
- Political awareness: The art of gaining the willing cooperation of others
- Philosophy of continuous improvement: The act of never being completely satisfied with your current position. It presupposes a desire for more. You are happy, but never satisfied

Productivity SOS

The three causes of busy but non-productive days are:

1. S = Self. Your own bad habits, errors and omissions
2. O = Others. The bad habits, errors and omissions of other people
3. S = Systems. Inefficient systems that are operating inside and outside your organisation

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What are your particular instances of the above SOS list?

1. How do you make yourself less productive? What can you do about it?
2. How do other people make you less productive? What can you do about it?
3. Which two systems are slowing your productivity? What can you do about it?

Gain productivity by focusing relentlessly on your Major Definite Purpose

Productivity means making progress towards your Major Definite Purpose (MDR). Relentlessly focusing on your MDR will improve your productivity. It is vital that everyone in the organisation is aware of the exact nature of the MDR, by clearly communicating it to everyone who needs to know.

Purposefulness
Clarity of purpose and smart target analysis
How to set and communicate the exact target.

Prioritise your work so you are always doing the most productive thing

Prioritisation is the act of putting things in the right order.

The right order is defined by two things:

- The value of the task and
- The best logical sequence.

Exercises in prioritisation, putting tasks into the most productive order.

Handle interruptions and distractions

Many people are continually distracted and are bounced around by chance circumstances. More productive people operate according to their plan, and can skilfully handle disruptions.

How to improve your email management

We will analyse how you can improve your productivity, by prioritising and organising your emails.

Delegate or outsource non-essential processes

Delegate non-essential tasks to others, allowing you to focus more time onto more productive matters.

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Laws of proper delegation: We will look at how to properly delegate the right tasks, to the right people.

Solve problems more quickly and effectively

To be more productive, it is important to solve problems quickly.
Problem cause solution mind mapping.

To be more productive, it is important to make the correct decisions

Your life depends upon your ability to make the right decisions in every situation. Therefore, decision-making is one of the most important skills to develop.

1. Yes, no? decisions
2. Right or wrong? decisions
3. Which one, what kind?
4. Priority order decisions
5. Problem cause solution, decisions

We will show you how to make quick, accurate decisions.

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Afternoon Session

Productivity relies on a certain state of mind

Productivity is the product of the inventive mind.

If your mindset is productive, then your corresponding actions will be productive.

We will analyse and explain how your mindset affects your productivity.

Improve your productivity by developing the right mindset

Maintaining a positive mental attitude.
Conversation control: Keeping office conversations only on productive topics.
There are five types of conversational categories:

1. Future will be good: These are goal-orientated, optimistic conversations. Usually productive.
2. Future will be bad: These are fear-inducing conversations. Not very productive.
3. Past was bad: These are anger conversations. Not very productive.
4. The past was good: These can be nostalgic conversations. Non-productive.
5. The present moment: These are usually productive conversations.

Use the continuous improvement cycle

Continuous improvement is based on five major concepts:

- Purpose: State your Major Definite Purpose
- Plan: Formulate your best plan
- Action: Take consistent action
- Feedback: Gather and evaluate the feedback, both positive and negative
- Change: Make progress by continually adapting and evolving

Recognise that the continuous improvement formula is a continuous process

The continuous improvement cycle suggests six questions:

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1. What is our Major Definite Purpose or goal?
2. What is our detailed plan?
3. What are our priority actions?
4. What are the positive feedback results from our most recent actions?
5. What are the negative feedback results from our most recent actions?
6. Based on the recent feedback results, what progressive changes do we need to make to our current plan of action?

These six questions should be running as a continuous cycle and will almost guarantee you improved productivity.

How to use negative feedback to improve productivity

Negative feedback is a signal to change, improve your plan of action.

The continuous improvement cycle is continuous and never-ending and requires the willingness to make changes.

How will you implement the great ideas you have learned on this course?

This course is packed with new information and methods which will improve your productivity, but only if you put them into practice!

We will discuss how you will implement the great ideas you have learned on this course.

Final summary and action planning

You will be asked to choose the four most important points you have learned on this course, and commit to a definite plan to improve your personal productivity.

Customer Review

> “ The course content was excellent; very useful and easily applied to work environment. Highly recommended. Not too ‘airy fairy’ and very pragmatic. The trainer’s presentation was clear, enthusiastic and maintained attention for whole two days. Packed in a lot of information without it feeling like overload! Very, very good presentation style.
>
> *Diane Thompson*
> *NSG Environmental*

Training Costs / Investment

Bespoke In-House or Live-Online Course

£2,450 + VAT per training day, (8 – 16 delegates)
Plus, travel and hotel accommodation for trainer if needed (Premier Inn type)
International Price Varies

In-House training has been designed to provide a similar experience to our open courses, however we can tailor the content to fit your specific needs.

We are able to train in your timezone.

All our training includes:

- A full day of quality training, delivered by an experienced trainer
- Total of 6 CPD training hours (usually 9am - 4.30pm), plus an additional 2-3 via post-course online independent learning
- Full course training workbooks
- Training certificate
- Access to additional free training material after the course via our post-course portal
- 3 months free telephone coaching: Whilst you are implementing what you have learned, if you need to, you can contact us for support and guidance

We suggest the following plan of action:

Please send to us:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts.
3. The next step you would like us to take.

Thank you.

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Customer Reviews

> Excellent content with summaries of all-important points. SMART targets and 8 Success formula questions were most beneficial. The presentation had a good balance between light-heartedness and importance. Take home messages were well reinforced.

Rob Hollifield
Immucor

> The course covered a lot of topics which were well explained, with good examples that kept all of the delegates engaged in the course right to the end. Lots of ideas that need to be applied to my day job. The trainer was able to control the delegates well. Many large and different personalities in the room so not an easy job. The use of the flip chart, projector and laptop was good. Overall a great day.

Sue Durnall
Acora

> This course was great. It was clear and the digital interactive notes were in a good format for us to fill in. Live online video presentation was clear. First time having a person fully in front of the screen like a class session. It gave me a sense that I was with the presenter. Also, the white board display was a great way for us to take notes, follow along and get a clearer understanding from the presenter. The presenter was easy to follow along, his examples were helpful and he was very clear in the content. He performed well to get participants to interact.

Valerie Lieberman
Mondelez

> The course content was excellent, very relevant and useful. The trainer delivered the course in a really engaging and interesting manner. It is one of the best courses I have ever been on.

Tony Hookings
House of Flags