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Corporate Coach Group

Training that transforms



Training Proposal Productivity Training

A training plan for your organisation

What is Productivity Training?

Productivity training is about increasing efficiency, so that you can add more value, by eliminating busy-work.

Busy work is work that keeps you occupied but is non-productive.

Success depends on increasing productivity.

It is important to recognise that, nobody is paid for how busy they are.

Rather, we are paid for productivity.

Sadly, some people have too many 'Busy, but Non-productive days'.

- Busyness is a measure of the AMOUNT of work done.
- Productivity is a measure of the VALUE of work done.

This course is about becoming more productive by eliminating busy-work.

- Enhance productivity by improving your performance systems
- Use the Productivity P List - Purpose, plan, prep, personal initiative
- Productivity S.O.S.: Self, Others, Systems
- Boost productivity by improving your Goal Focus
- Learn to correctly prioritise your work
- Make the correct decisions by using the proper methods
- Improve your Positive Mental Attitude
- Lift productivity by means of Continuous Improvement

Who should attend this training

This course is intended to help anyone who needs to:

1. Get the most value from every hour at work
2. Work to tight deadlines
3. Work intelligently in a sometimes-chaotic environment
4. Work with people who sometimes occupy your time without adding value to your day.
5. Find yourself having a "busy but non-productive day".
6. Find yourself being too easily distracted by non-important things
7. If you have trouble with the sheer volume of work that you have to do.
8. If you have a boss that interferes too much with your day.
9. If you tend to spread yourself too thinly across too many tasks simultaneously, and therefore make little progress on them, instead of remaining more focused on a restricted number of high value tasks and making good progress on the most important things.

Reasons for the course:

Do you get the feeling 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.

This informative training course will show you precisely how to improve your productivity by dropping any bad habits and replacing them with new skills.

Actually, productivity training is not one skill. Productivity is based upon the application of many related skills: including goal setting, planning ahead, prevention of error; prioritisation; delegation; and good decision making.

You will really like this productivity training because you will learn everything you need to know to make vast improvements in your ability to get more done, in less time.

How many people are doing the training?

Numbers of staff to be trained: TBC

When will the training take place?

TBC

Where is the training location?

In-house or an [Open Course](#)

What is the basic premise of the course?

Please read the following pages

Day One - Morning

- We are not paid for our effort. We are paid for our productivity
- Make the distinction between “productive work” and “busy work”
- Productivity is a measure of your achievement. Busyness is a measure of your activity
- “Busy but non-productive days” are our most hated enemy
- Strive to become more productive, not just busier
- Productivity SOS: Improve your- Self, Others and Systems
- Prioritise your work so you are always doing the most productive thing
- Improve productivity by focusing relentlessly on your Major Definite Purpose
- Handle interruptions and distractions
- Delegate or outsource non-essential processes
- Solve problems more quickly and efficiently
- Handle interruptions quickly

Day One - Afternoon

- Productivity relies on a certain state of mind
- Improve your productivity by developing the right mind set
- Create and sustain a positive mental attitude
- Conversation control: get office conversations off non-productive (destructive) content
- Use the continuous improvement cycle: Purpose, Plan, Action, Feedback, Change
- How to use negative feedback to improve your productivity
- How to make your future better than your past
- Develop a personal plan to improve your productivity

Here is a full description of the course content.

Productivity Training Course Workshop AM

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.

Here is where we start: 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: It is a measure of the value of your work
- "Busyness" is a measure of your activity. It is a measure of the amount of your work.

Many people have many Busy but Non-Productive days. 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.

In order to improve productivity, look at the following diagram which uses the cardinal principles of "deadline pressure" and "value added" as key indicators. The Primary principles of productivity are "value added" and "deadline pressure".

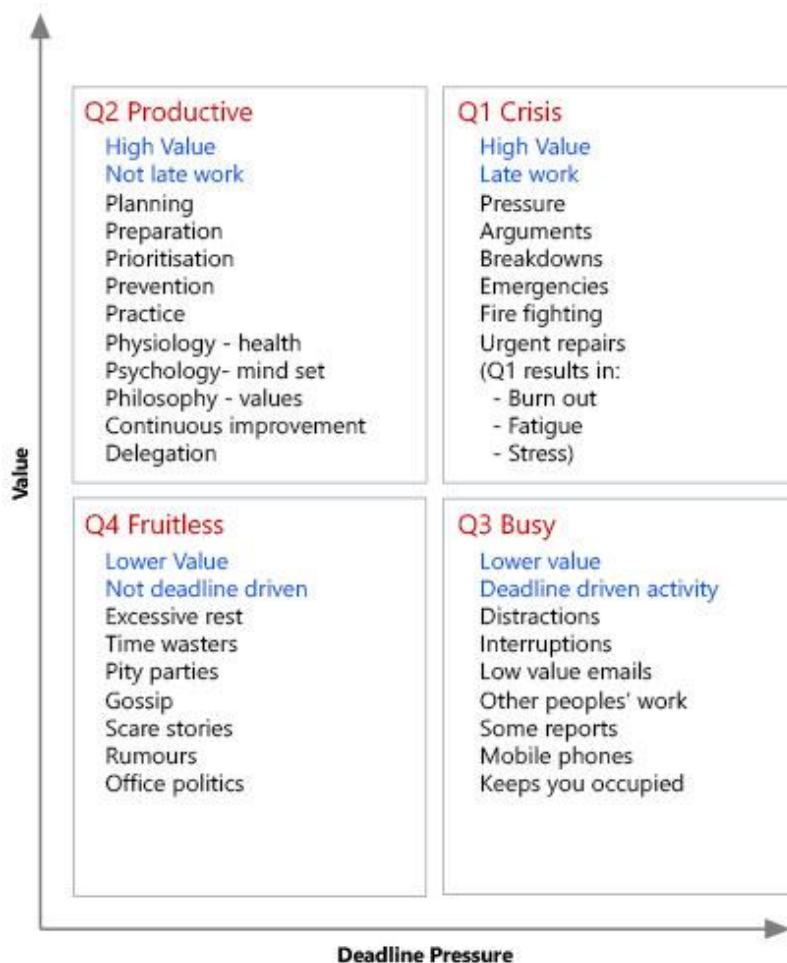
Four types of activity

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”.

The Productivity P list.

Productivity relies on understanding and working according to the P list.

Strangely, all the key concepts relating to Productivity begin with the letter, P

Here is the improved Productivity P List.

- Purposefulness – Your purpose is the main reason for your organisations existence.
- Planning – Your plan is how you intend to achieve your purpose.
- Productive effort – is the energy you pour into the implementation of your plan
- Persistence – Persistence is the act of coming back stronger, with a better plan, again and again.
- Prioritisation – Prioritisation is the act of organising things into the optimum order
- Protocols – Protocols are written documents that standardise responses
- Preparation – Preparation is the act of making ready before the implementation of the plan
- Progressive thinking – Progressive thinking is the act of always looking towards a better future
- Prevention of avoidable error – Prevention of avoidable error is the elimination of self-sabotage
- Proper decision making methods – Decision making is 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 – is the act of predicting and stopping painful consequences
- Personal initiative – is the art of taking action before anyone forces you. Action on your own volition
- Positive mental attitude – is the act of taking charge of your own mind and conversation
- Political awareness – is the art of gaining the willing cooperation of others
- Philosophy of continuous improvement – is 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.

Three causes of Busy but NON-productive days.

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

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. Relentlessly focusing on your major purpose will improve your productivity. It is vital that everyone in the organisation is clear about the exact nature of the Major definite purpose. It needs to be clearly communicated 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 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, not by chance circumstances.

Delegate or outsource non-essential processes.

Delegate non-essential tasks to others which will allow you to focus more time onto more productive matters.

Laws of proper delegation.

We will look at the laws of 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:

1. Yes, no decisions
2. Which one, what kind decisions.

Personal Effectiveness Training PM

Productivity relies on a certain state of mind

Productivity is the product of the inventive mind. If your mind-set is productive, then your actions will be correspondingly productive.

If your mindset is non-productive, then your actions will be correspondingly non-productive.

We will analyse and explain how your mind set affect your productivity.

Improve your productivity by developing the right mind set.

Maintain a positive mental attitude.

Conversation control: Keep office conversations only on productive topics

There are five types of conversational categories:

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

Use the continuous improvement cycle:

Continuous improvement is based on five major concepts, structured as below:

Purpose, Plan, Action, Feedback, Change.

- State your Major definite purpose
- Formulate your best plan
- Take consistent action
- Gather and evaluate the feedback. Both positive and negative
- Make progress by continually adapting and evolving

Recognise that the continuous improvement formula is a continuous process

How to use negative feedback to improve productivity.

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

The cycle is continuous and never-ending.

The continuous improvement cycles require the willingness to make changes.

The continuous improvement cycle suggests six questions.

1. What is our Major definite purpose or goal?
2. What is our detailed plan?
3. What are our priority actions?
4. That are the positive feedback results from our most recent actions
5. That 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 an improved productivity.

How can you employ this system in your place of work?

Final summary and action planning.

The training is designed to comply exactly with your requirements:

Your organisation shall provide a fully equipped classroom for the entire duration of the training course

Corporate Coach Training shall prepare and supply all the course and teaching materials for the participants. – **Yes**

The expected number of your organisations participants per course is to be confirmed. - **Yes**

Corporate Coach Training shall make its own travel and accommodation arrangements. - **Yes**

Corporate Coach Training shall provide a detailed course proposal to meet the YOUR ORGANISATION requirements as stated - **Yes**

The proposed course structure shall clearly outline what topics would be covered on each day. -**Yes**

The method of training is as follows:

The training is to be:

- Delivered in an enthusiastic and interesting way that will involve all the delegates.
- Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.
- Highly practical, structured and organized.

The training method follows this general pattern:

1. The trainer, gives a clear explanation of the point in question.
2. Then the trainer will demonstrate the principle and gives specific examples.
3. Then, the delegates practice by doing an exercise with each other
4. The delegates practice by doing exercise with the trainer.
5. All points are supported with full written notes to take away.
6. Delegates are asked to write down an associated action, for each point made.
7. (At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful).

What are the costs / investments?

There are two options:

1. Open Course
2. In-house Course

1. Open Course

One-day course: £450 +VAT per delegate.

Available throughout the UK, please see [dates and locations here](#).

2. In-house course

Daily rate is £1,950 + VAT for up to 20 delegates.

Plus £80 for each additional delegate over 20.

Plus, hotel accommodation for trainer if needed (*Premier Inn type: not the Hilton!*)

The training days are inclusive of:

- Full days training
- Full course notes
- Written action plan to take away
- Access to our post course portal
- Plus, three months' FREE telephone coaching to answer any on-going questions

We suggest the following plan of action:

You please send to me:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts
3. The plan of action

Thank you

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A word from our previous delegates...

For feedback, video testimonials and list of companies that have benefited from our training programmes please [follow this link](#)