

2 – DAY MULTIPLY YOUR PRODUCTIVITY AT WORK



Introduction

Productivity is an essential element towards achieving company's objectives. A typical successful organization will always reward advancement to those who are able to achieve and exceed desired results. It is not surprising, those who are only able to achieve minimum standards will be identified for something less in the company.

The normal concern is how do we increase productivity with the existing resources? If it is left unattended, we are definitely looking at inefficient and ineffective human capital.

In order to achieve the desired results within the shortest possible time will lead to managing and organizing ourselves.

With proper managing of self, superiors, communications and relations, prioritizing of work and decision-making, anyone can achieve a desired output and ultimately have a sense of accomplishment.

Course Objectives

By the end of this course, you will be able to:

- Plan and prioritize by objectives in order to work effectively
- Deal with task management by utilizing the diary and rolling to do list
- plan their day, week, month and especially their year to action key tasks effectively
- Agree with their manager the key results, standards of performance and deadlines to be met, which he or she regards as outstanding achievement
- Utilize techniques in delegating a task to the appropriate person
- Identify solutions to problem-solving for better productivity at work
- Deal with stress in order to be effective and in control at work

Methodology

- Role-plays
- Self-assessment exercises
- Case-studies
- Simulation games in relations to the topics discussed

Who Should Attend?

- Administrators
- Supervisors



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Course Outline

MODULE 1: PLANNING & PRIORITIZING BY OBJECTIVES

- Synchronizing Company's goals and values
- Developing your personal core values
- Writing Job Objectives
- Developing key result areas
- Identifying time mortgages

MODULE 2: SET CLEAR GOALS & ESTABLISH PRIORITIES

- Set realistic goals
- Visualize a plan
- Keep realistic expectations
- Set a timetable for success
- How to establish priorities
- Prioritize daily tasks
- Daily affirmation
- Time outs

MODULE 3: PERSONAL COMPETENCE

- Enhancing self-esteem
- Creating a positive self-image
- Gaining self-awareness
- Learning self-acceptance
- Taking charge of your life
- Tips on Managing yourself successfully

MODULE 4: MANAGING BEHAVIOUR OF YOUR SUPERIORS

- Understanding superiors behaviour
- Identify and overcome external and internal obstacles
- Influencing both your behaviour and the superiors behaviour

MODULE 5: DELEGATION TOWARDS PRODUCTIVITY

- Definition of delegation
- Techniques in delegating
- Fears of delegation and overcoming them
- Delegation of authority
- Working with a secretary
- Assigning jobs and tasks cross-functionally

MODULE 6: ESSENTIAL ELEMENTS IN PROBLEM-SOLVING TOWARDS PRODUCTIVITY

- Defining a problem
- Why the need for problem-solving
- Reasons problems are not solved
- Ways of identifying possible causes
- Techniques of proposing solutions or alternatives
- Evaluate solutions or alternatives
- Ways of generating ideas
- Implementing solutions

MODULE 7: TASK MANAGEMENT AND WORKLOAD MANAGEMENT SYSTEMS TO AVOID TIME WASTERS

- Composition of a diary
- Rolling to do lists
- Managing deadlines
- Dealing with paperwork effectively-mails, e-mails, faxes, letters
- The Bring Forward System
- In-tray and out-tray
- Filing
- Everything book
- Dealing with telephone interruptions
- Being available
- Time-to-Think periods



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MODULE 8: MANAGING STRESS AND PITFALLS

- The stress epidemic
- Understanding how stress works
- The effects of stress over time
- Reducing and managing stress
- Personality A and B
- Type A Behaviour
- Type B Behaviour
- Changing Type A Behaviour to Type B Behaviour

MODULE 9: MANAGING COMMUNICATION AND NETWORKING WITH OTHER

- Work smart through effective networking
- Techniques in networking for effective and productive work

