

# Personal Productivity

Productivity levels are continuing to tumble. For 4 years straight, the tumble has continued. Too much focus is often placed on technological productivity projects and the people side is missed. You can have the most productive machines in the world but if the operators are not communicating with each other, your technology will not be effective. So here's a course that helps get people back on the same page. Increase individual personal productivity with this breakthrough course. Improved personal productivity will be observed the very next day by following a proven methodology.

## Key Learning Outcomes

At the conclusion of this program participants will possess the skills to:

- Calibrate individual levels of effectiveness
- Discuss the growing trend of multi-tasking
- Plan each day before it gets too busy
- Prioritise tasks using a proven platform
- Rejig the current format of your meetings to drive efficiency
- Learn how to meet expectations and change deadlines
- Use a problem solving tool to get past recurring bottlenecks
- Critique the advantages and disadvantages of different diary systems
- Stay in control of tasks even when it seems impossible
- Communicate deadlines clearly
- Manage email more effectively
- Critique the 4D's approach – Delegate, Do, Delete, Delay
- Agree action plans

## Would you like to attend this program?

- **Ideal group size** 4 - 12 participants
- **Venue** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost
- **Duration** This program can be conducted as a one day or half day program
- **Cost** Price on request
- **Target Audience** Team Members, Supervisors, Team Leaders and Management

If you would like more information on this training program, please contact us on 03 9805 8000 or visit our website today

[www.preftrain.com.au](http://www.preftrain.com.au)