Productivity Skills & Tools
for Managers & Business Leaders

A full day training program

The problem … Managers and business leaders face a specific set of challenges when it comes to productivity and time management.

Not only must they manage themselves, but they must make the time to train, develop and supervise the work of others. Dividing ones' self between all the demands and expectations of the role can be stressful.

It can be difficult to plan and schedule their days when the responsibilities of a manager no longer include executing on specific tasks.

Strong leadership is critical for good productivity, and good productivity is critical for strong leadership.

The solution … discover how to combat common pitfalls of time management and build a toolbox of skills for effectively and efficiently increasing personal productivity.

Here's what you'll learn …

- Clarify productivity strengths and weaknesses using the Smart Productivity Assessment tool
- Implement structures to help manage email volume
- Think strategically about productivity, tasks, and time management
- Apply practical time management skills for scheduling, planning and prioritizing work
- Make stronger choices as to how to manage the hours of the workday
- Practice better self-care to enhance personal productivity

Course format … This program is delivered in 6 hours split into 2 3-hour sessions each.