

# € TRAINING

Effective Personal Productivity





## Effective Personal Productivity

### Introduction:

This training program is designed to equip participants with strategies and tools to maximize their efficiency and effectiveness in various aspects of life. By focusing on personalized techniques tailored to individual needs, the program empowers participants to achieve their goals with greater efficiency and satisfaction.

### Program Objectives:

At the end of this program, participants will be able to:

- Learn how to take full responsibility for their life and success.
- Increase productivity by working smarter, faster, and better.
- Resolve conflict situations constructively.
- Become adept at negotiating win/win outcomes in everyday situations.
- Understand the team concept, become a team player, and promote teamwork.
- Demonstrate initiative and leadership skills within their current position.

### Targeted Audience:

- HR Staff.
- Coordinators.
- All employees among all departments and managerial levels.

### Program Outlines:

#### Unit 1:

##### Personal Accountability, Taking Full Responsibility:

- Learn the meaning and nature of personal responsibility.
- Understand how you avoid taking responsibility for yourself.
- Assess your willingness to accept personal responsibility.
- Allow yourself to see the choices available in your life.

- Claim [ownership] for the results of your life.
- Understand the power and freedom that comes from accepting responsibility.
- Understand the extent and limitation of your power.

## Unit 2:

### Personal Productivity: Demonstrating Value-Added:

- Manage your time and priorities for results.
- Setting goals beyond S.M.A.R.T.
- Project management skills for everyday task effectiveness.
- Make meetings work better, whether you lead or participate.
- Learn to make decisions and solve problems quickly and effectively.
- Learn project management steps and guidelines.
- Adopt some simple work habits to increase your productivity.

## Unit 3:

### Conflict Resolution: The Road to Win-Win:

- Define [unhealthy conflict] and how to keep from crossing into it.
- Learn the five different conflict management styles.
- Use a model to help you choose how to respond to potential conflict situations.
- Assess which conflict styles you most often use.
- Practice a three-step model for resolving conflict.
- Decide to modify your conflict style and how to handle your current conflicts.
- Learn the art of collaborative negotiation.

## Unit 4:

### Teamwork, A Blueprint for High Performance:

- Understand the team concept to excel in teamwork.
- Define the three elements of High-Performance teams.

- Learn about the four types of teams.
- Learn the different stages of team development.
- Understand group dynamics.
- Discover and optimize team member styles.
- Become excellent at teamwork skills, learn how to promote teamwork.

## Unit 5:

### Taking the Initiative: Look for Leadership Opportunities:

- Why organizations value employees that demonstrate initiative.
- Lead from where you are in the organization.
- Understand the principles of effective leadership.
- Leadership behaviors that you can put to work immediately.
- How and when to lead your colleague and superiors.
- Learn how to lead projects teams.
- Delegation skills for non-managers.