PROFESSIONAL DEVELOPMENT TRAINING

PPA - Taking Productivity to the Next Level

REQUEST QUOTE

0.1 DAY COURSE

This activity-based, half-day course explores two main ideas: how do people make choices about how they spend their time, and how can they 'get in flow' to maximize their productivity in the time that they have.

The myth of multi-tasking will be exploded and replaced with mindfulness – enabling focus in the moment. Participants will explore how mindfulness can be applied to problem-solving, conflict management and empathy – leading to greater understanding, faster results and greater harmony.

The research of psychologist Mihaly Csikszentmihalyi, the father of 'flow', will be used to give participants the tools to get in a flow state where their productivity is optimized.

Mindfulness and flow are fantastic tools and ways of being, but when should someone use them? The course looks at the other major impact on productivity, time - how to decide what to spend it on.

Participants will leave an action-packed half-day with both tools and strategies to optimize their productivity.

What You'll Gain:

Maximizing Productivity, Proactivity and Quality

In collaboration with our clients, trainers, participants across the globe and our research & development partners (The OrgDev Institute and Leading Dimensions Consulting), PD Training has developed Productive People Advantage (PPA), designed for the needs of today to prepare your people and organization to have a sustainable advantage tomorrow.

PD Training's new signature series program - Productive People Advantage brings together the best activity-based learning, incorporates practical workplace tools, and leverages the latest research in neuroscience, psychometric profiling, and emotional intelligence in new ways to develop and measure previously elusive to target or measure capabilities.

Outcomes

This Course will provide practical skills and techniques to help people improve their workplace performance in the following areas:

- Communicate Effectively
- Customer Focus
- Innovation and Creativity
- Engagement and Performance
- Increased Collaboration
- Value Diversity
- Deliver Results
- Engagement and performance
- Solve Problems
- Engage and Develop People
- Manage Disruption and change

Modules

Lesson 1: Learn to focus for productivity and quality

- Should we Strive to be a Multi-Tasker?
- Mindfulness – enabling focus in the moment
- Mindfulness at Work
- The Role of Management in Mindfulness
- Module 5: Reflection

Lesson 2: Getting in flow

- When Productivity and Happiness Meet
- How Managers Can Encourage Flow
- Reflection

Lesson 3: Time Choices

- Priorities
- Procrastination
- Why We Procrastinate
- Routines and Productivity
- Reflection

Lesson 4: Reflections

- Create an Action Plan
- Accountability = Action

Talk to our expert team

Phone:

Email: