

Developing leaders and organisations to their full potential™

EFFECTIVE PERSONAL PRODUCTIVITY®

Organisations that have managers and supervisors focused on productivity improvements, improved teamwork, enhanced goal setting and communication will enhance overall results.

The Effective Personal Productivity® Course is designed to assist anyone with managerial or supervisory responsibility to achieve increased personal and team productivity.

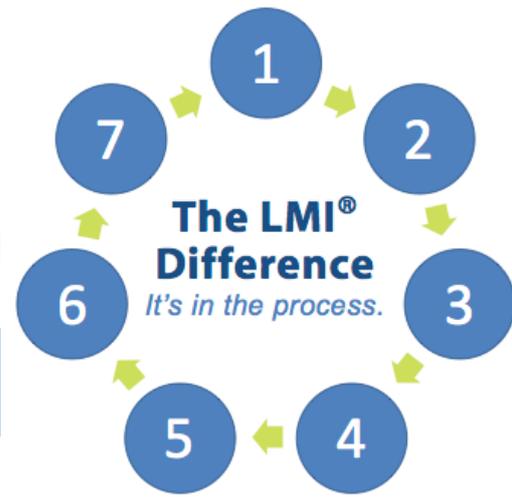


Experience the LMI® difference



This LMI® course is designed to help participants:

- Increase Productivity
- Identifying High -Payoff Activities
- Setting Priorities in all Areas of Life
- Dealing with Interruptions
- Enhancing Employee Attitudes
- Handling Technology Efficiently and Effectively
- Developing Team Members through Delegation
- Effective Communication



MODULE ONE

Concepts and overview workshop

What is Success?
Importance of Attitude
Developing Potential Workplace Goals
Self-evaluation exercise

MODULE SIX

Improving Productivity through Communication

Mastering Communication Skills
The Role of Empathy in Communication
How Behaviour Affects Communication
Asking the Right Questions
Listening for The Total Message
Writing for Clear Communication
Using Technology Efficiently and Effectively

MODULE TWO

The Nature of Productivity

What is Productivity?
Time - the Key Resource for Peak Performance
Attitudes towards Planning and Goal Setting
Attitudes towards Other People
Attitudes towards External Circumstances
Attitudes towards Yourself
Identify & Using High Payoff Activities

MODULE SEVEN

Empowering The Team for Peak Performance

The Empowerment Imperative
The Benefits of Empowerment
Empowering Different Generations
Attitudes - The Heart of Empowerment
Developing Team Players through Delegation
Levels of Delegation
Communication and Delegation

MODULE THREE

Productivity Through Goals Achievement

Having a Positive Self-Image
Personal and Organisational Goals
How the Goal Setting Process Works
The Power of Written Goals
Finding Time for Planning and Goal Setting
Tracking and Feedback
Putting Affirmation and Visualisation into practice

MODULE EIGHT

Increasing Productivity of The Team

Sharing and Communicating Goals
Creating a Learning Environment
Developing and Coaching Self-Directed Work Teams
Developing People to be their Best
Following Efficient Procedures
Implementing Productive Meeting Strategies
Living with Positive Expectancy
Celebrating Your Success

MODULE FOUR

Increasing Productivity Through Managing Priorities

Setting Priorities for Each Day
Setting Priorities in All Areas of Life
Maintaining Focus by Limiting Interruptions
Handling E-mail Efficiently
Managing Communications
Setting Up and Efficient Work Area
Saying "No"

MODULE NINE

Graduation

Individual Results Presentations
Awarding of Certificates

MODULE FIVE

Mid Course Review

Assessment of Progress
Review of Key Concepts and their applications
Finalisation of Mid Course Review

THE UNIQUE LMI PROCESS

- Specific workplace goals for learning and performance improvement are established in consultation with the participant and Company management
- Individual support from the LMI® Coach guides the participant's "on the job" application of the learning to the accomplishment of the goals
- Complete resource materials allow multi-sensory learning and regular review
- Nine interactive modules are facilitated in convenient weekly workshops
- Each workshop concludes with application and action steps to produce measurable results
- LMI's unique online feedback system monitors real time progress
- Mid and post-course reviews are conducted by the LMI® Coach with the participant and their chosen manager/mentor
- Participants present key results and a summary of accomplishments at a special graduation meeting