

LEADERSHIP AND MANAGEMENT SKILLS

Boosting Your Productivity

OBJECTIVES

The aims of this workshop are to get participants organised and avoid unnecessary stress. It will also enable participants to become more productive thus reaching their goals faster, juggle multiple commitments, overcome procrastination and create a structure that will enable them to become permanently organised.

WORKSHOP CONTENT

- Busy vs Productive; what's the difference?
- Getting Things Done; the art of stress-free productivity (Allen)
- Creating Focus; managing distractions and interruptions
- Delegating Effectively

TARGET AUDIENCE

Managers, Supervisors, Team Leaders

DURATION

Full day (8 hours)