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PPA - TAKING PRODUCTIVITY TO THE NEXT LEVEL - 3HOURS

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COURSE LENGTH: 0.5 DAYS

This activity-based, half-day Taking Productivity to the Next Level training course explores two main ideas: how do people make choices about how they spend their time? And how can they 'get in flow' to maximise 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 optimised.

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 optimise their productivity.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries in all countries especially across New Zealand, Australia, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs.

Learn More Now by Clicking Here

PPA - TAKING PRODUCTIVITY TO THE NEXT LEVEL - 3HOURS COURSE OUTLINE

FOREWORD

Maximising Productivity, Proactivity and Quality

In this half-day, workshop-style training session we explore the concept of "Multi-tasking" and how a better approach to improving productivity is to replace 'multi-tasking' with 'mindfulness' and focus on being 'in the moment'.

Next we explore the concept of 'flow' and how to best align yourself with being 'in the flow' when conducting work-related tasks. The lesson touches on how managers can improve the 'flow' of their team members.

Finally we consider on the concept of 'time' and how to avoid procrastination while focusing on, and developing priorities, which aid in maximising both personal and team-based productivity while improving the quality of outcomes at the same time.

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.

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 organisation to have a sustainable advantage tomorrow.

In conjunction with the other PPA courses, this helps give people and organisations a competitive advantage through more productive people.

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
- Reflection

Lesson 2: Getting in flow

- When Productivity and Happiness Meet
- How Managers Can Encourage Flow
- Stimulating Flow using a Power Play
- Reflection

Lesson 3: Time Choices

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

Lesson 4: Reflections

- Reflection

WEB LINKS

- View this course online
- In-house Training Instant Quote