



Increasing Our Effectiveness in the Workplace

Course Outline

Welcome & Introductions

Managing Our Time
- Identifying the issues
- Looking at bad habits

Setting Priorities
Using Ease & Impact Matrix
Keeping Procrastination at bay

Setting & Achieving
SMART Goals

Portrait of Personal Strengths
(SDI) - evaluation and selection
of strengths to employ for
effectiveness

Managing Relationships;
- How to manage our relationships
- How & when to say 'no'
- Delegating

Planning for Effectiveness
- Implementing good behaviours
- Plans that work

Close of Day



Who is this course designed for?

This course is for people who have an operational or project management role, or who are currently managing an operational team and would like to have a more in depth look at the key aspects of their own personal / team effectiveness.

This course is appropriate for anyone who would like to take a critical look at their own use of planning and time management and seeks to improve their results and enjoy an improved work/life balance

Why should I attend?

Delegates will become clearer about their own barriers to being effective in the workplace. They will then be taught techniques and tips to adapt to their own personal situation.

Using the 'Strengths Development Inventory' (SDI) delegates will be able to understand their own barriers – based on their personalised 'motivational' nature. This highly effective profiling tool will show you or your team how to structure your time by considering your normal preferred ways of working, and then relating this to your actual effectiveness.

You will leave with actionable ideas, and a stronger understanding of how and why you need to change some old habits.

Summary of the Course

- Discover where your time really goes
- Learn about your own preferences for currently managing your time and work plans
- Undertake an SDI profile to see how you might adapt for the better
- Learn how to set priorities, avoid conflicting ones and avoid procrastination
- Tips for setting and achieving goals (using the SMART model)
- Review how you currently manage relationships and identify new strategies for saying 'no'
- Discover ways of managing; interruptions; emails; phone calls; pushy people etc.
- Plan for change – leave with actionable plan of implementation



Anthony Garnett

Anthony has over 25 years business experience in industry. He has specialised for over 12 years in training and development.

Working for several years at PwC Management Consultancy he managed and developed the learning team for advancing interpersonal skills in both public and private sector clients.

Anthony has been at the forefront of delivering practical training courses. He specialises in training and coaching for change.

Using DISC Insights psychometric profiling he helps teams to improve their communication skills.

Qualified in DISC Insights profiling and also Strengths Development Inventory SDI - he works closely with individuals and teams to bring about change.



Key provisions from the course

- Current thinking and approaches to being more effective
- Personal profiling using SDI to look at your normal preferred ways of working
- Topical exercises to create awareness of different time management approaches
- Be aware of the necessary interpersonal and organisational skills required
- Allow delegates to cement the learning process throughout by engaging them with practical exercises from their own workplace

Who will run this course and what is their experience?

We always ensure that the team taking the course(s) have an appropriate background in the that they are covering.

Anthony having worked in several project and contract / procurement teams - high pressure delivery environments - is able to draw upon key experience and examples in his work.

A key part of his delivery role is looking at whether individuals and teams spend their time productively.

Venue, Cost, Duration and Accreditation

Location – In House or Central Locations

Cost – Available on request

9.30 am – 17.00 pm

This course can be delivered directly to your team, coached individually or tailored to suit your own requirements, for further information contact us on :

contact@ppp-training.co.uk or call 0161 2821775