Workplace Innovation and Productivity Skills Training

Description

Introduction

This intensive professional excellence course will focus on the critical skills that will enable delegates to build productive relationships and successfully interact with others in the organisation. The strategies you will learn, aligned with your commitment to personal improvement, will enable you to become the rare high performer that organizations seek to employ, retain, and promote.

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Aimed at the driven professional, this course builds an agenda to improve your personal productivity, enhance your professional reputation and enable you to apply innovative work practices. In this course, you will realise your strengths and fulfil your true managerial leadership potential.

This course will feature:

- Creating an agenda to take full responsibility for your life and your success
- Creating value to the organisation through increased personal productivity
- Managing conflict constructively and fostering a collaborative culture
- Building a personalised blueprint to enhance your professional reputation
- Being proactive to lead and initiative action

objectives

By the end of this course, participants will be able to:

- Recognise individual personality traits & apply strategies that will enhance personal & collaborative success
- Appreciate the components of personal & organisational conflict & apply interpersonal strategies that will generate productive outcomes
- Apply basic tools and templates which install basic project management practice skills
- Appraise current team performance & diagnose action to generate improvement
- Appreciate the value that initiative has in the leadership role & synthesise ideas to construct an agenda for future personal leadership development.

Contents

Day One

Building personal productivity: the power of self

- Building the positive self image
- Establishing empowering beliefs
- NLP and the power of optimism to create the future you deserve
- The power of proactivity: the first competence on the road to excellence
- Psychological profiling : the science of personality and performance
- Professional competence: the added value you bring to the organisation

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Day Two

Creating value for the organisation

- Prioritisation and time management: focusing on the critical objectives
- Taking control: essential tips for personal productivity
- Transformational objectives: From SMART performance to SMARTER performance
- Leading productive meetings work: managing appreciating and utilising diversity
- Leading meetings with creative flair: thinking differently for new answers
- Project management overview and fundamentals: first steps

Day Three

Adding value through relationship awareness theory

- Micro political conflict in organisations: the transactional analysis perspective
- Personality traits, behaviours and conflict management
- Relationship Awareness Theory: Managing my personal response to conflict
- Managing without confrontation: assertive communications
- Preparing for effective negotiating: influence and the characteristics of world class negotiators
- Generating Productive Outcomes : the Agreement Box model of ‘win- win’

Day Four

Harnessing Diversity and Creating Value in the Team

- Valuing diversity : working with global, culturally diverse teams
- The value proposition afforded by High Performing Teams
- Avoiding dysfunctional performance: a global challenge and the rationale for team charters
- Grounded theory: needs analysis evaluation of current performance
- Harnessing diversity for productive outcomes: my role, team roles and contributions
- Aligning purpose, productivity and profitability

Day Five

Leading with Initiative: Being Proactive

- Being proactive and capitalising on opportunity : self initiated action, adding value and getting acknowledged by those who matter
- Leading from where you are in the organisation: building credibility with or without power
- Role modelling leadership behaviours: Emotional Intelligence and outcomes
- Leadership styles and organisational climate
- Building Trust: the 4 C model to engage and empower others
- Programme review and commitment statement

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