Modules:-

Module 1: Challenges to Productivity

Module 2: Goal Attainment

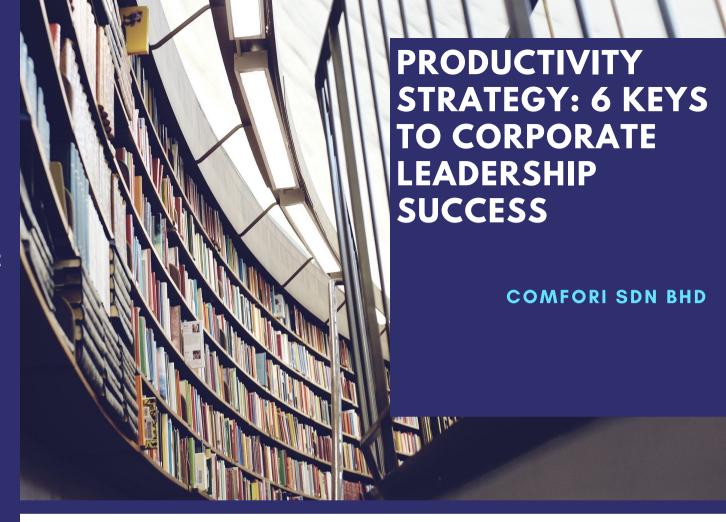
Module 3: Prioritizing

Module 4: Planning towards Productivity

Module 5: Your Attitude and Productivity

Module 6: Stress Management

Module 7: Performance Management



Objectives

- Apply effective planning strategies to be more productive
- Understand and refocus their energies to transform their lives
- Manage & prioritise tasks
- Gain control to reduce interruptions and unnecessary stress/last minute tasks
- Delegate with an eye on team development, not just accomplishing goals
- Control your top time wasters and lead, live and love a more productive life

In this amazing 2 days programme, you will learn how to increase productivity with productivity tools like time management, goal attainment (not goal setting), better leadership techniques, planning and prioritising your work, work-life balance, effective delegation and even stress management. Stop struggling and start achieving!