

“Capitalise on your strengths for increased productivity!”

To succeed in business, you need to be clear about your company’s mission and how you can successfully contribute toward the achievement of it. Accordingly, enhancing your ability to prioritise your work, co-operate well with others, display initiative and teamwork, and build strong alliances with your leaders, managers, customers, suppliers and colleagues are all critically important.

Objectives

- Know how to contribute toward your company’s success
- Be able to align your daily actions and behaviour with your company mission
- Increase your ability to cope with stress and manage your mood
- Enhance your self-confidence and self- esteem
- Develop a positive attitude toward facing change and challenges
- Communicate your ideas persuasively and achieve a positive impact
- Understand and cooperate effectively with people of different personalities and working styles
- Become proactive rather than reactive by setting priorities and managing your time

Key Topics

Managing Self

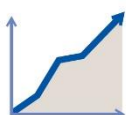
- Increase your ability to motivate yourself
- Factors to success and the importance of high EQ
- Coping with stress and managing emotions
- Creating an attitude of positive expectations
- Coping with change and facing challenges

Interpersonal Effectiveness in Work Teams

- Maximising team synergy through effective communication
- Effective questioning skills
- Active listening skills
- Submissive, aggressive and assertive communication styles and the impact
- Working effectively with people of different styles

Improving Productivity & Time Management

- How to avoid activity traps and re-focus on priority tasks
- Setting goals and getting things done with and through others
- Reducing time wasters and developing productive work habits
- Work simplification and process improvement techniques



We provide services in **Productivity Improvement** and other areas of training and development.

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