**JMREiDgroup**
targeted solutions

# MAXIMIZING PRODUCTIVITY

## Learning Objectives

This engaging one day program equips the leader with the capability to manage their time more effectively and thereby leverage their people resources more productively.

## By the end of this workshop participants will be able to:

- Recognize the critical importance of clear goals and accountability

- Apply prioritization filters in order to manage time more effectively

- Recognize the difference between activity vs. productivity driven behaviors

- Identify strategies for not taking on tasks that belong to direct reports

- Discern qualities to assign tasks, respond to reactions and build agreements

- Understand why direct reports will not accept a task

- Evaluate their employees and how this influences the level of direction and support they give

- Contrast the different delegation approaches and their impact

## PROGRAM FLOW

### KEY CONTENT AREAS

**Welcome**
- Introduction, Learning Objectives

**Mindset**
- Big Picture
- Rotter Continuum
- Focus on the Right Things

**Priority Setting**
- Billy's Homework Activity
- VATI Filters
- Commitments and Stress

**Jungle Fire**
- Information
- Goal Setting
- Resources

**Monkey Management**
- Subordinates, Peers, Manager Scenarios

**Managing Up**
- B.O.S.S. Framework
- Rapport
- PCAN Model
- Best Practices

**Workshop Close**