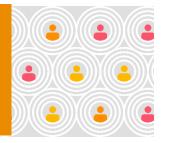# Effective Personal Productivity:
- Foundation of Effective Leadership

Next run:
Coming soon!

Time:
Day 1
Module 1:10:00am – 1:00pm
Module 2: 2.15pm – 5.15pm
Day 2
Module 3:10.00am – 1.00pm
Module 4: 2.15pm – 5.15pm

Venue:
Virtual

Objective

In this program, you will discover proven methodologies for realistic goal setting, results-based planning and techniques to maximize your productivity at work and start to bring your life into balance. Your personal productivity and effectiveness will be taken to a whole new level.

Are you ready to transform your life and reach the next level of success?

Who should attend?

This course is relevant for all people looking to improve their productivity and task management effectiveness in the workplace.

Benefits of attending

Personal productivity has a direct impact on the quantity and quality of the results that we produce. Imagine your personal productivity doubling up so that you can achieve more of your professional objectives and your personal aspirations.

The key to this is the effective management of workflow, time, people and processes.

This training program will enable participants to:
- develop a growth mindset for improved productivity
- assess your current approach to time management
- practice proven goal setting techniques
- establishing priorities and stay more focused to accomplish targets,
- identify and map out systems and processes that will leverage their time in their existing work environment
- learn how to promote teamwork
- create an efficient environment
- use practical, take away tools for maximizing personal productivity.

The following topics will be covered during the workshop:
- Fixed & growth Mindset
- Personal productivity style
- Communicating effectively for increased productivity
- Building a high performance team
- Planning and setting effective and actionable goals
- Managing interruptions
- Essential habits of time management
- Personal action plan

Technical Skills   People Skills   Conferences & Facilitation   Training Advisory

Learning Modules

Module 1

- Evaluating attitudes and make productive behavioural changes
- Appreciate how your thinking and behavioural preferences affect how goals are made and executed
- Harnessing technology for improving productivity
- Effects of resilience on productivity

Module 2

- Identify and control your biggest time wasters
- Tackling procrastination
- Managing interruptions and learning to say no tactfully
- Increasing productivity by establishing priorities
- Planning and setting effective and actionable goals
- Essential habits of effective time management

Module 3 (Virtual)

- Understanding teams and the 5 stages of team development
- Promoting teamwork
- Understanding team dynamics
- Discover and optimize team member styles
- Become excellent at teamwork skills and promote teamwork
- Develop a personal time management system and action plan

Unique features of this program

This is a live, instructor-led and interactive Virtual Learning workshop led by our experienced facilitator with over 20 years of both industry and training experience.

Workshop consists of:
- 3 virtual learning modules of 3-hour duration each
- 2 one-on-one post-program virtual coaching learning journey with the course coach. This individual coaching option is designed to build on the program reflections and competency development.

What did past participants say?

"Often felt like there was never enough time in the day, this workshop helped me learn to take back my time."

"Acquired practical and effective strategies and techniques for time management and goals setting"

"Simple and easy to implement systems! Finally I can work towards organizing and managing my time"

Our teaching approach is highly interactive resulting in a more memorable and enjoyable learning experience. Learning is achieved via real life examples, which reinforces the theory, and topic-related videos. This will be an interactive and hands-on workshop where there will be scenario-based activities and group discussions, quizzes, role play and games. Participants will receive a certificate of attendance with 9-hours CPE points upon completion of the workshop.

How to register

For any further queries, please email sg_academy_mailbox@pwc.com

*Trainers' involvement in each workshop is subject to availability and PwC reserves the right to change the appointed trainers at its own discretion.