

## Team Workshop – “Being Productive Together”

[beproductive.ie](https://beproductive.ie) is a productivity consultancy with a mission to help people “turn Busy into Productive”. We recognise that being productive in today’s work environment requires a range of skills from time management to decision management to attention management.

The purpose of the Team Productivity workshop is to help teams reconnect post-pandemic and to plan together how they can be productive working remotely or in a hybrid model.

### Topics

We provide productivity strategies, tips and ideas to help busy teams make sustainable changes on an individual and team level. Here is a list of topics generally covered:

1. How to turn busy hours into productive days
2. The importance of having clear priorities
3. Scheduling techniques for a busy environment
4. How to plan together in a hybrid or remote working model
5. The impact of distractions on focus and productivity
6. Tips to boost wellbeing and work-life balance

### Format & Duration

This workshop lasts 2.5 hours, including a short break. The interactive format includes:

- Introductions and requirements from the group
- Presentation of Productivity tips and strategies via SlideShare
- Group exercises, discussions and questions throughout
- Individual and Team planning to capture actions agreed during the workshop

### Presenter

The team workshop will be delivered by Productivity Consultant Moira Dunne.

### Productivity Resources

We provide a range of resources to help people implement their learning including the Hybrid Working Planner, Productivity Tips Card and Prioritisation Template.

Participants can send any outstanding questions to Moira by email for 30 days post training.

