

How to Lead Productive Teams

Leading effective and productive teams in today's changing world is challenging. It can be hard to juggle the demands of a busy role while connecting with team members in different locations and maintaining a focus on business goals and strategies.

This 0.5-day training course provides tips and skills to help Team Leaders and Managers take control of their own time while enabling the performance and productivity of their team.

It also provides an opportunity to consider the best plan to help you and your team members achieve a good work-life balance.

Topics

We customise all our courses by first discussing your culture and training objectives and then agreeing the exact topics to be included:

Here is a list of popular topics:

- How to Work Smarter not Harder
- Balancing Operational Delivery with longer term Objectives and Goals
- How to Prioritise and Plan the Team Workload
- Tips to Enable Individual Performance
- Finding Balance between Responsive and Planned Work
- Running Productive and Engaging Meetings
- Tips to promote Wellbeing and Work-Life Balance
- How to Delegate Effectively

Presenter

This training course is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of beproductive.ie. Here is a link to Moira's Bio: <https://beproductive.ie/about/>



Format & Duration

This course can be delivered online or in person. For online delivery, the session can be split into two modules.

To maximise engagement, we invite participants to reflect on their requirements by completing a short form in advance.

The format of the course includes:

- Introductions and requirements from the group
- Presentation of Tips and Strategies for Leading Productive Teams

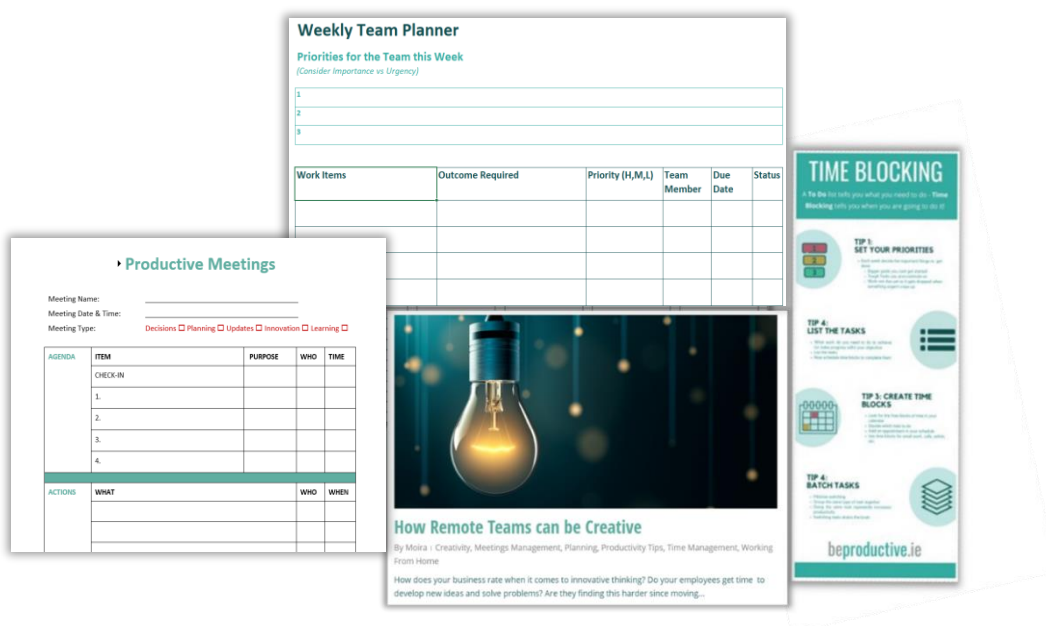
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- Group exercises, discussions and questions throughout
- Individual Planning Exercise to capture key learnings and actions identified

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

Resources

We provide a range of Productivity resources to help participants implement their learning within their roles. This includes templates, blogs and tips cards.



Post Training Support

Support is available by email from Moira for 90 days following the training session. This allows people ask further questions once they start making changes within their roles.