

## A Project to Improve Productivity & Streamline Your Business

Time and resources are scarce in every business. With a day to day focus on customer satisfaction, it can be hard to find time to develop and grow your business. By improving productivity and efficiency, businesses can provide better services and products but also find time to grow and increase profit.

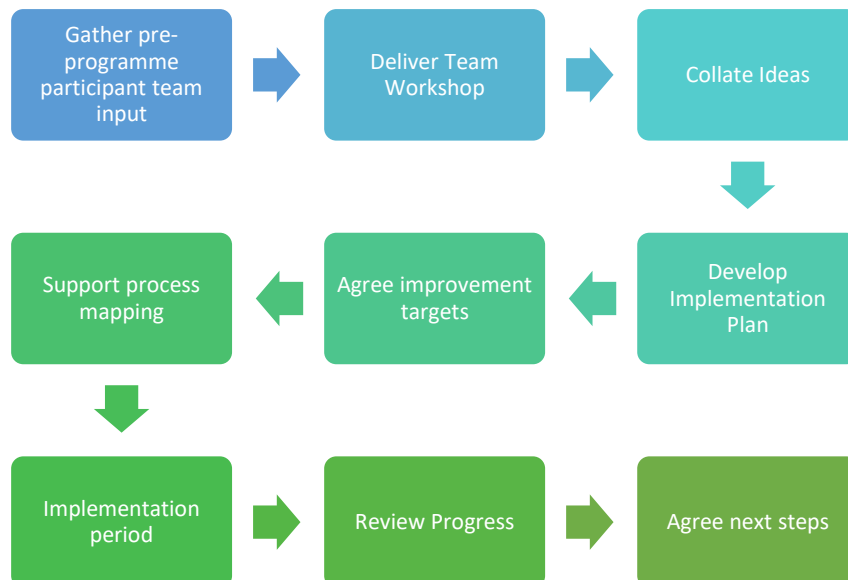
Streamlining is a way of making sure that your business is running efficiently, and that little time is wasted. This also helps employees engage as the frustration of inefficient processes is removed.

### Project Objective

This productivity project provides an opportunity for business leaders, managers or teams to consider their systems, processes and ways of working. This helps them identify opportunities for improvement on both an individual and team level.

Working with Productivity Consultant Moira Dunne the group will have an opportunity to develop an Improvement Action plan.

### Project Approach



### Pre-Programme Engagement

The team will be invited to contribute their thoughts on productivity and areas for improvement in a short pre-programme form (via Microsoft Forms online). This will allow further customisation of the content delivered at the workshop.

## Team Workshop Format

The team workshop can be delivered: 1) online via Teams or Zoom or 2) in-person.

The emphasis will be on interaction and engagement while delivering key productivity tips via slideshare. The format will include discussion, exercises, group brainstorm and action planning.

## Post Workshop

The outputs from the workshop will be collated by into a draft action plan with targets for improvements by Moira and the team.

The action plan can be implemented by the team over an agreed timeframe, to suit the demands of the organisation (typically 30-days, 3 months or 6 months)

## Programme Outcomes

- 1) An engaged team with a greater awareness of how to optimise their time and output
- 2) A team action plan with individual and group targets for improvement
- 3) Team skills to improve internal processes and systems
- 4) Access to productivity resources and templates to help implement improvements
- 5) Enhanced team planning, reporting and communication processes

## Workshop Topics

The following topics can be covered in the team workshop:

1. How a business can be streamlined
2. Common barriers to efficiency and productivity
3. How to identify areas for improvement
4. How to eliminate low value activities
5. Developing process maps to streamline processes and systems
6. What we mean by working smarter not harder
7. Individual tips to get more from each day and each week
8. How to be productive as a team in a busy environment

## Who Will Benefit from This Programme

This workshop will benefit any business or team who wants to streamline their business to improve efficiency, productivity and engagement.