

Being Productive as a Team

Team Workshop

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 Attention Management to Decisions Management.

The purpose of this workshop is to help teams optimise their time together so that they can boost their productivity, whether working remotely, in the office or in a hybrid model. We provide Time Management and Productivity strategies, tips and ideas to help people make simple and practical changes.

Topics

Here is a list of standard topics covered on the course. If required, this content can be customised to ensure that the training fits your team culture and values.

1. How to turn Busy Hours into Productive Days
2. The importance of Planning and Prioritisation
3. Scheduling Techniques for a Busy Environment
4. How Best to Connect and Work Together
5. How to Protect Time as Things Change
6. Wellbeing Tips to help Minimise the Stress of Work Overload

Format & Duration

This is a 0.5-day workshop that can be delivered online or in-house.

The interactive format includes:

- Introductions and requirements
- Presentation of Time Management & Productivity Tips and Strategies
- Group exercises, discussions and questions
- Individual and Team planning exercise to capture key takeaways and set actions

To optimise the training, participants are invited to complete a short form before the course to start thinking about their time and productivity.

After the course, Moira is available by email for 30 days, to answer any outstanding questions.

Presenter

This course is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of beproductive.ie

You can read about Moira's 30-year corporate career here. Here is a link to her bio: <https://beproductive.ie/about/>



Productivity Resources

We provide a range of Productivity resources to the team make changes. Here are some sample templates:

Weekly Work Planner

Priorities for the Team this Week
(Consider importance vs Urgency)

1
2
3

Tasks	Outcome Required	Priority (H,M,L)	Team Member	Due Date

Manage Your Response Time

We have become very responsive, often answering emails immediately even when we don't need to. To start to win back time, look for the opportunity to manage this better.

Firstly, think about your email statistics: 1) how many emails do you get each day, 2) how many interruptions is that?

Do they all require an instant response?

What is the agreed response time? What is their expectation? Is it: 1) hours, 4) by the end of the day or 5) perhaps next day is okay?

Leader and colleagues and stakeholders too. You can access the Resources section here to help do this.

Hybrid Working - Communications Charter

A sample charter to help teams agree how they can work together to optimise their interactions and communication. Modify to suit your team requirements and ways of working. Engage your team for their ideas.

Our Comms Methods	Used for	Response Time
Email		
What's App		
Teams Messenger		
Notice Board		
Shared		
Work Plan		
Rota		

on Email

You can interact in 2 distinct ways: 1) checking and 2) processing. What

pages have arrived and respond to any urgent ones throughout the day

Productivity Improvement Challenge

This workshop can be expanded to include a period of implementation for the Team Action Plan supported by Moira, over a time period, typically 1, 3 or 6 months. Moira is available for regular check-ins and reviews to help the team meet the improvement targets set. This helps deliver change that can be embedded and sustained in the long term.

Training Fee

The fee for a 0.5-Day Team Workshop is:

- €750 in-person
- €650 online
- Option to record the online session = €75

The fee for a Team Improvement Programme varies depending on the time frame selected. Contact Moira to discuss further and obtain a quote.

- ❖ *All training includes Reference Guide, Productivity Resources & access to Moira Dunne post training.*
- ❖ *No VAT applicable*
- ❖ *Repeat bookings receive a 10% discount*
- ❖ *Training delivered outside Dublin will incur travelling expenses*