

Leading Productive Teams

[beproductive.ie](https://www.beproductive.ie) is a productivity consultancy with a mission to help people “Turn Busy into Productive”. We recognise that leading productive teams in today’s evolving work environment can be challenging. With many different working models from hybrid to remote working, it can be hard to connect and engage people.

This training course is designed to provide Managers and Team Leaders with the ideas, tips and skills to help the individuals in the team manage their time, their productivity, and their performance.

Topics

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

- What Productivity means for Me and My Team
- How to Prioritise and Plan the Team Workload
- Tips to Manage Individual Performance
- Finding a Balance between Responsive and Planned Work
- Running Engaging and Productive Meetings
- How to Reduce Time on Low Value Activities
- How to Minimise Distractions
- How to Manage Stakeholder Expectations

Format & Duration

This is a 1-day training course that can be delivered online or in-house. If delivery is online, the course can be split into shorter modules, to suit your schedule.

The interactive format includes:

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

To maximise the training, participants are invited to complete a short form so they can think about the team’s productivity in advance.

Following the course, they can send any outstanding questions to Moira by email for 30 days.

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 Productivity Toolkit to help people implement their learning and ideas within their teams. This includes a range of resources such as those shown here:



Training Fee

The fee for a 1-Day Course is:

- €1500 in-person
- €1300 online
- Option to record the online session = €100

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