beproductive.ie

Productivity & Time Management Skills

1 Day Course

At beproductive.ie we recognise that being productive in today workplace requires a range of skills from Time Management to Attention Management to Decision Management.

Our mission is to help people work smart so they can get the important things done with less stress and more balance.

That can be hard to achieve because of a constant flow of information, leading to lots of interruptions during the workday. Requests from others can dictate the daily schedule. While we make plans to prioritise our important work, it can be hard to stick to those plans.

This course provides foundational Time Management techniques plus new tips and strategies for managing attention, focus and decisions throughout the day.

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.

- The difference between being busy & being productive
- The importance of having clear goals and priorities
- How to get the most from your time
- How to stay on track as things change
- How to manage requests and keep stakeholders happy
- How to spend less time on Email and Meetings
- How to create a regular plan that works in your environment

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 before the course to start thinking about their productivity and management of time.

Following the course, any outstanding questions can be sent to Moira by email for 30 days.
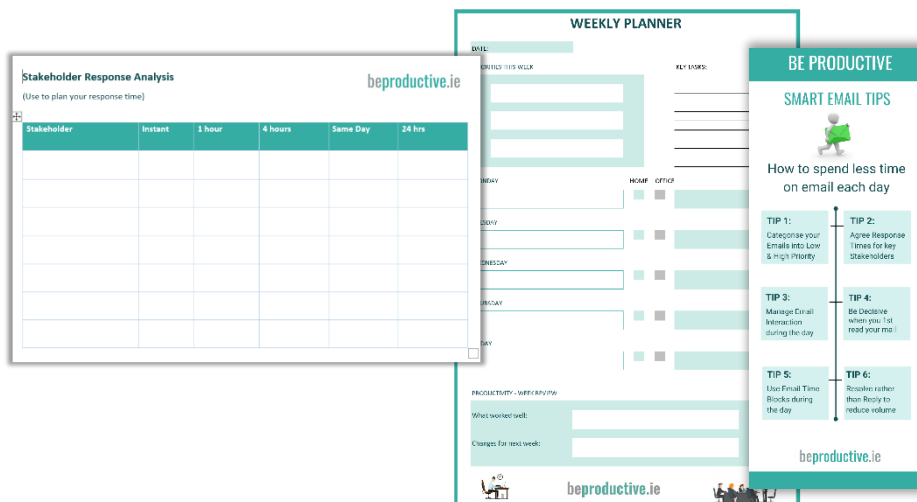
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Presenter

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 & Time Management Toolkit containing resources to help participants transfer their learning within their roles. Here are some sample templates:

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 Dunne post training.*
>
> ❖ *No VAT applicable*
>
> ❖ *Repeat bookings receives a 10% discount*
>
> ❖ *Training delivered outside Dublin will incur travelling expenses*