

Being Productive Together

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 is challenging and requires a set of ‘smart working’ skills to stay on track and get the important things done.

The purpose of this workshop is to provide Time Management and Productivity strategies, to help teams make the most of their valuable time. It provides time and space for each person to think and identify practical ideas for change on an individual and team level.

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 goals, culture and values.

1. How to Work Smart in Today’s Busy World
2. The importance of Planning and Prioritisation
3. How to Protect Time for Important Work
4. How to Stay on Track and Manage Distractions
5. Tips for Working Smart as a Team
6. Tips to Minimise Stress and boost Work Life Balance

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 in advance to send their specific questions and start thinking about their own 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 help people implement their learning from the workshop.

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, 2) by the end of the day or 3) perhaps next day is okay?

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

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

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

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		

Productivity Improvement Challenge

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

Training Fee

The fee for a 0.5-Day Team Workshop is:

- €800 in-person
- €675 online
- Option to record the online session = €50

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

❖ *No VAT applicable / Repeat bookings receive a 10% discount*