



Workshops That Work

A series of highly interactive workshops that produce immediate applicable results. Each workshop has been designed to involve participants in the workshop process through exercises, discussions, and active learning to insure learning transfer.

Personal and Team Effectiveness (PTE)

Time Management on Steroids!

This workshop helps participants acquire new tools and processes to better-adapt their existing skills to improve self-management, personal effectiveness, team effectiveness, and daily productivity.

Participants will:

- Identify their obstacles to Personal and Team Effectiveness and strategies to help manage these obstacles resulting in the ability to better achieve their goals and manage their workload.
- Learn practical tips for managing voice mail, e-mail, and interruptions resulting in significant timesavings, less confusion, and improved communication.
- Improve their ability to utilize their tool set, skills and processes to enhance their abilities to delegate with confidence, consistently follow-up, set clear goals, manage those goals, establish priorities and create a daily road map for success while enhancing their communication methods.

Creating Successful Meetings

Multiplying Productivity Through Smart Meeting Management (SMM)

Meetings are necessary to accomplish key team and corporate objectives and yet, they can become vehicles for lost time and decreased motivation. This workshop for managers, project leaders, and individuals focuses on developing the guidelines and processes for facilitating and participating in effective meetings. Participants will:

- Conduct and analyze their own SMM Survey resulting in a clear understanding of what helps or hinders the success of a meeting.
- Learn the six critical meeting preparation steps to insure that every meeting has the opportunity of achieving its desired outcomes in an effective manner.
- Identify meeting challenges and devise solutions and strategies for keeping meetings on track.

Workload (and Life) Management Through Outlook

Outlook² – Breakthrough Productivity

This workshop uses time-tested life and workload productivity principals and pairs them with Outlook's advanced tools to achieve breakthrough productivity and confident workload management.

Participants will:

- Identify their obstacles to Personal and Team Effectiveness and strategies to help manage these obstacles resulting in the ability to better achieve their goals and manage their workload.
- Improve their ability to utilize Outlook's tool set to enhance their abilities to delegate with confidence, consistently follow-up, set clear goals, manage those goals, while operating on a higher communication plane.
- Learn practical Outlook tips for managing voice mail, e-mail, and interruptions resulting in significant timesavings and lack of confusion.



Basic Project Planning

Success Through Teamwork, Organization, and Preparation

Project success is critical for the welfare of the organization and every individual in the organization is responsible for managing projects. This workshop is designed to help attendees understand the fundamentals of project planning and develop the knowledge required to improve their project planning and implementation skills. Participants will:

- Identify obstacles to successful project planning and learn strategies to manage them thereby creating a better project plan for success.
- Learn, with the opportunity to practice on both a class project and individual project, the Project Planning Model, Project Definition format, Work Breakdown Structure, and the importance of involvement and questions, resulting in a higher degree of understanding and knowledge of the key processes for project success.

Excellence by Practicing Personal Accountability

QBQ! The Question Behind The Question

How does accountability affect your success and your company's business? What is blame costing you in lost productivity, reduced profits, poor communication, and decreased personal motivation? This workshop will help participants:

- Eliminate blame, complaining, and procrastination resulting in increased morale, enhanced communication, improved relations, and an atmosphere of creativity and respect.
- Learn a practical tool for implementing "QBQ! The Question Behind The Question", allowing immediate application of these accountability principles.

Developed from the popular book of the same name by author and speaker John Miller

For Additional Information, contact us at:



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