

The Productive Manager

Achieve more and increase your performance and productivity

3gHR's The Productive Manager programme examines how you can accomplish more, work smartly and increase personal effectiveness and productivity.

This one day Productive Manager programme helps Managers to increase their performance through improving their own personal working patterns and habits, and also develop techniques to be more effective at "delivering through others".

This customisable and interactive programme helps Managers perform at a high level in the context of:

- Planning and organising
- Maintaining a focus on goals
- Prioritisation
- Working through others
- Creative problem solving
- Decision making

We will share best practices and tools to encourage participants to be more productive and more effective.

The Learning Outcomes

- Identify ways to increase personal performance
- Appreciate the balance between the need for control (doing everything yourself) versus accessing initiative in others
- Balance goals both tactically and strategically
- Identify ways to help get more value out of your time
- Develop the art of prioritisation
- Help others to distinguish between what is urgent versus what is important, and how to focus appropriately
- Practice effective planning habits
- Manage information better
- Identify problems to understand what is really going on
- Use creativity to resolve problems
- Make more effective decisions
- Reduce top time and energy wasters

