



# Professional Productivity

Let's face it, we all have priority skill areas that if we could get better in them we could increase our success and experience less stress. Using The Human Performance Company's Rapid Skill Development™ Methodology, 4 Hour Workshops will help you get "get better faster" in your priority skill areas.

## Rapid Skill Development™

Skill development and enhanced performance is best achieved where workplace colleagues learn and apply common tools and language to achieve their priorities. For this reason, 4 Hour Workshops are best delivered to groups of colleagues within the same organisation. They can be leveraged on a standalone basis for a team, as a component in a leadership and development program or as part of a wider conference or development event.

Our 3P process (Prepare, Participate, Perform) leverages the Neuroscience of Adult learning to guarantee learners maximise development for time invested before, during and after the 4 Hour Workshop.

## Overview

Do you have enough hours in the day? Many of us, when asked this question will invariably answer no. However, it is not that there aren't enough hours in the day, rather, most of us do not use the available hours as effectively as we might. There will never be enough hours to get everything done, but there are enough hours to get done what is important, without being in a constant state of crisis. How you organise yourself and get things done matters!

## Learning Outcomes

Participants in this workshop will learn:

- Why it is important to manage their time, tasks and energy
- Which tasks and activities they spend their time on
- Understand why we procrastinate
- How to actively plan their time and build skills for maximum productivity
- How to increase their energy and efficiency in each of their major task areas

## Who Would Benefit

This workshop will benefit employees at all levels that need to deliver results whilst reducing the physical and emotional stress that increased workloads and organisational change can create.