

# Improve your Effectiveness at Work

## INTRODUCTION

This Improve your Effectiveness at Work training seminar teaches you powerful approaches to reading documents and books, remembering important information, mind mapping, creative-thinking and problem-solving, presenting your ideas and teamworking.

It aims to help you refresh and update the essential basic skills that everyone needs to be successful in today's working environment. At the same time, it invites you to reflect on the personal strengths you bring to the workplace (thinking outside the job description) and gives tips for developing flexible, effective approaches to handling information and inter-personal communications.

This training seminar will highlight:

- How you can be more effective in handling information overload
- Approaches to creativity and innovation at work
- Memory techniques to help you remember important information
- How to successfully get across your ideas in conversations, in meetings and in presentations
- How to develop basic skills needed to build your career

## OBJECTIVES

This training seminar aims to:

- Help you develop approaches to creativity, innovation and problem-solving at work
- Help you improve interpersonal communications and team working skills
- Revise and refresh everyday reading, note-making and memory skills
- Update your thinking about managing your time and planning for results
- Improve your effectiveness at work

## TRAINING METHODOLOGY

This Improve your Effectiveness at Work training programme uses a blend of theory, 'hands-on' practice and reflection – with plenty of opportunities to check understanding and share ideas with others. You'll be invited to take stock of your current strengths (and areas for development) and given a range of techniques and ideas to help you develop in the future. This training programme is practical, interesting and enjoyable.

## ORGANISATIONAL IMPACT

Organisations can expect delegates to:

- Raise their efficiency levels
- Have confidence in their ability to handle information overload
- Have practiced strategies for effective reading & note making
- Save time and resources through better time management
- Improve their ability to think for themselves, work with others & develop action plans

## PERSONAL IMPACT

Delegates can expect to:

- Learn about fast, effective reading, memory and note-making skills (using mind-mapping)
- Develop your ability to present ideas
- Learn simple techniques to help manage time & plan for results
- Learn clear-thinking approaches to use when dealing with problems
- Improve self-belief and self-confidence when working alone or as part of a team
- Understand the importance of teamwork, and what you can do to improve it

## WHO SHOULD ATTEND?

This Improve your Effectiveness at Work training seminar provides an opportunity for everyone to refresh and update the essential core skills needed to be successful. It is suitable for a wide range of professionals but will greatly benefit:

- Management Professionals
- Marketing, HR and PR Professionals
- Salespeople
- Anyone wanting to improve their effectiveness at work
- Members of Project Teams / Groups

## Course Outline

### Creativity and Innovation at Work

- Self-assessment: Your Personal Strengths and Weaknesses at Work
- Learn to Use Mind-mapping – The extraordinary note-making, planning and creativity tool
- What is creativity and how does it differ from innovation?
- Barriers to Creative Thinking
- Four Key Focus Areas for Creativity at Work

### Communications and Teamworking

- Getting Your Point Across: Know What to Say and When to Say It
- A Simple Template for Planning and Organizing Your Ideas
- Working in Groups
- How teams evolve and What you can do to help a team meet its objectives?
- Dealing with Difficult People

### Reading Strategies

- Thinking about the Reading Process (identifying your current skills)
- Reading as a Conscious, Deliberate Process
- Fast Reading, Slow Reading and Reading with Confidence
- Combining Reading Strategies with Mind-mapping Skills to Increase Effectiveness
- Improve Your Reading by Understanding 'business writing' Skills

### Time Management as a Deliberate Choice

- Time Management: Implementing a Solid Daily Routine
- Planning (What you have to do?) and Prioritisation (What you must do first?)
- Linking Plans and Priorities to Your Diary in Order to Achieve Results
- Dealing with Interruptions and Distractions
- Finding Balance between Working-life and Home-life

### Your Personal Skills-Set: Putting It All Together

- Memory Challenge
- Memory Principles