



EFFECTIVE PERSONAL PRODUCTIVITY®

Create a High Performance Organization

The Unique LMI Process

LMI delivers a process that not only provides skill and competency development but changes the attitudes and behaviours of the participant.

To ensure that measurable results and a Return On Investment are achieved:

- ✓ Specific workplace goals for learning and performance improvement are established in consulting between the Participant and Company Management, refined in 2 up-front sessions
- ✓ Support from the LMI Facilitator guides the Participant's "on the job" application of the learning
- ✓ Complete resource materials allow multi-sensory learning
- ✓ Eight interactive sessions are facilitated in convenient bi-weekly workshops
- ✓ Participants present key results and a summary of course accomplishments at a special Graduation Meeting. Certificates are awarded

Session One:

Introduction to Concepts

Concepts of Success, Motivation & Attitude Changes
Organizational Climate Survey
Individual Self-Image Profiles
Success as Related to Past Conditioning
Attitude and Habits – The Effective Motivators
Multi-Sensory Learning
Spaced Repetition
The Power of Goal Setting

Session Two:

Developing Goal Planning Sheets

Validation of ROI
Developing Personal Related Goal Planning Sheets
Developing Business Job Related Goal Planning Sheets
Fine Tuning Goal Tracking Systems
Integration of My-Tyme Planner with Goal Planning Sheets
Profile Evaluation Awareness and Integration into Goal Planning Sheets

Session Three:

The Nature of Productivity

What is Productivity?
Time – The Key Resource for Increasing Productivity
Attitudes Toward Planning and Goal Setting
Attitudes Toward Other People
Attitudes Toward External Circumstances
Attitudes Toward Practices and Procedures
Attitudes Toward Yourself
Identifying and Using High Payoff Activities
Establishing a Base Line for Productivity
The Rewards of Improving Productivity

Session Four:

Productivity Through Goals Achievement

Having a Positive Self-Image
Personal and Organizational Goals
How the Goal-Setting Process Works
The Power of Written Goals
Finding Time for Planning and Goal Setting
Tracking and Feedback
Putting Affirmation and Visualization into Practice

Session Five:

Increasing Productivity Through Managing Priorities

Setting Priorities for Each Day
Setting Priorities in All Areas of Life
Maintaining Focus by Limiting Interruptions
Handling E-mail Efficiently
Managing Communications
Setting Up an Efficient Work Area
Managing Drop-In Visitors
Crisis Management
Protect Your Productivity by Saying "No"

Session Six:

Improving Productivity Through Communication

Mastering Communication Skills
The Role of Empathy in Communication
How Behaviour Affects Communication
Asking the Right Questions
Listening for the Total Message
Writing for Clear Communication
Using E-mail Properly
Using Technology Efficiently and Effectively

Session Seven:

Empowering the Team for Peak Performance

The Empowerment Imperative
The Benefits of Empowerment
Empowering Different Generations
Attitudes – The Heart of Empowerment
Developing Team Players Through Delegation
Levels of Delegation
Communication and Delegation

Session Eight:

Increasing Productivity of the Team

Sharing and Communicating Goals
Creating a Learning Environment
Developing and Coaching Self-Directed Work Teams
Developing People to Be Their Best
Following Efficient Procedures
Implementing Productive Meeting Strategies
Living with Positive Expectancy
Celebrating Your Success!

This program will help you communicate more effectively, deal with interruptions, and learn how controlling priorities will increase your productivity. You will become a team player, get the right people in the right roles with the right goals, as well as evaluate your attitudes and make productive behavioural changes. You will thrive in a learning environment by setting goals and achieving results.

OTHER LMI DEVELOPMENT TOPICS

Leadership ■ Teamwork ■ Sales ■ Communication ■ Supervision ■ Strategic Management

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