# GULF INSTITUTE



WINNER OF THE AWARD FOR THE BEST TRAINING INSTITUTE IN THE GULF



# Five Productivity Traits for Optimal Results

#### Why Attend

- Resources are fewer, jobs are more demanding, and competition for a place on the high
  performers wall of fame is fiercer. In order to thrive in the current working environment and
  develop a winning edge in the labor market, understanding the formula for becoming a super
  performer becomes a necessity rather than a nice to have option.
- The aim of this course is to provide you with proven practical tools that will allow you to establish yourself as a top performer. This course explains the multiplicative nature of productivity while also taking you through a deep dive into the 5 essential elements of top performers. By successfully completing this course, you will have developed a clear map that can guide you towards scoring 100% on the productivity formula.

#### **Course Methodology**

• The workshop is designed to be interactive and participatory. It includes various pedagogical tools to enable participants to function effectively and efficiently in a multilateral environment. The course will be built on four pedagogical pillars: concept learning (presentations by the consultant), role playing (group exercises), experience sharing (round-table discussions) and exposure to case studies and scenarios.

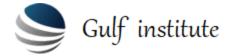
### **Course Objectives**

By the end of the course, participants will be able to:

- Explain the SUPER productivity formula and its multiplicative nature
- Adopt short and long-term activities that allow them to continuously develop towards skills master
- Master the techniques that avail uninterrupted focus time at work
- Establish trust based relationships with key people to ensure high responsiveness
- Manage their physical energy on a daily basis to maintain consistently high levels of performance
- Adopt a mindset of organizational relevance to invest resources into what matters most for the organization

### **Target Audience**

• This course is targeted at employees, supervisors, and middle managers seeking to optimize their productivity through a rigorous and systematic approach.



#### **Target Competencies**

- Performance optimization
- Self development
- Time management
- Prioritization
- Building rapport
- Influencing others
- Building trust
- Optimizing colleagues responsiveness
- Managing personal energy
- Goals alignment

#### The SUPER formula for top performers

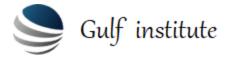
- Characteristics distinguishing a top performer
- The personal benefits of being a top performer
- The 5 elements of top performance:
- Skills
- Uninterrupted time
- People
- Energy
- Relevance
- The productivity formula S×U×P×E×R = % of performance
- The multiplicative nature of the productivity formula
- Top performance as a choice

#### Skills mastery – The 1st element

- Defining mastery good is the enemy of great!
- Kaizen the continuous improvement principle
- Strategies to reach mastery level in your area of expertise
- Indicators that you have become a skill master
- The conscious competence learning matrix
- How to lead yourself towards mastery in the absence of a leader

#### Uninterrupted time for optimal focus – The 2nd element

- The focus curve time segments do not add up
- · Evaluating the myth of multitasking
- De-focusers: how and why people lose focus
- Fighting procrastination
- Effectively managing internal and external interruptions for optimal focus
- What to focus on the time matrix revisited for a technology-based generation



#### People responsiveness - The 3rd element

- The chain effect no one task is done solely by one person
- The relationship matrix identifying key people for your optimal performance
- The benefits of optimizing responsiveness of key people
- Turning key people at work into success partners
- The responsometer practical tool to measure and improve people responsiveness at work
- Establishing trustworthiness the core four
- Integrity
- Intent
- Capabilities
- Results
- Doing the right things the right way
- Understanding how people develop trust
- Effective behaviors for gaining people trust

#### Personal energy management – The 4th element

- Physical energy as fuel for performance
- Top 10 bad energy habits
- Most famous energy drainers
- Red alerts your body tells
- Upgrading your energy engines

#### Activity relevance for goals alignment - The 5th element

- Defining corporate relevance
- Avoiding the frustration of busyness seeking alignment
- Developing your relevance compass
- Put your tasks to the relevance test
- Reaching a consensus on your time matrix with your boss

## GULF INSTITUTE



WINNER OF THE AWARD FOR THE BEST TRAINING INSTITUTE IN THE GULF