

Time Allocation - Topics

15% Principles of Productivity: combining working styles with company culture for success

20% Setting the Stage for a More Productive Day

- Knowing what you need and how to plan for more productive days

15% Engaging Others in Upleveling their Productivity

- Managing meetings, expectations and results

30% Effective Time Management Techniques

- 5 tools and techniques to use to get more done, faster, with less effort

15% Assessing Progress and Enhancing Structure

- Tracking resource management for measurable results

5% Building an Accountability Program

- Identify a workplace performance goal and plan for implementation

Focus

Primary - Leadership Development

Commitment, Communication, Decisiveness, Empathy, Interpersonal Relations

Secondary - Planning/Organizing

Problem Identification, Selecting and Organizing Information, Determining Required Resources

Tertiary - Executing/Controlling/Evaluating

Delegation, Coordination, Quality Control, Follow-Up, Results Analysis, Evaluation

Level

Introductory Intermediate Advanced

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