adapt

Smart Leaders

A productivity program for leadership teams

SMART WORK
CENTRALISE, ORGANISE, REALISE

A Smart Work Learning Program

Introduction

Are you leading productivity in your organisation?

Productivity is a much talked about issue in many organisations, and productivity training is often a part of the core curriculum of courses offered to staff. But there are often three critical issues that limit the effectiveness of this training:

1. The most senior people who need the training most are too busy to attend
2. Participants learn new productivity skills but return to a culture that does not support productive work practices
3. The leadership team can often be a part of the problem rather than the solution

Cultures are molded by the actions and behaviours of people within an organisation, and the people who have the most influence on a culture are the leadership level. Creating a culture that amplifies productivity rather than dilutes it requires leaders to model good productivity behaviours, as well as ensuring that each team has the right tools, systems, knowledge and protocols in place to maximize their productivity.

About the Smart Leaders Program

The *Smart Leaders* program combines two short group training sessions with a 1:1 follow-up session for each executive. It provides senior leadership teams with a quick start-up to getting organised and creates a framework to support a culture of productivity across the organisation. The program moves from personal productivity through to team productivity and finally to organisational productivity. Participants not only learn to boost their own productivity, they learn how to help those around them be more productive. We call this the *Amplification Effect*.

The program takes an extremely practical approach to productivity, so participants don't just learn theory—they actually implement during the training. Technology plays a big factor in our productivity, so all principles are linked to implementation strategies using MS Outlook, OneNote and handheld devices.

"Adapt has helped me and many of my colleagues to improve our effectiveness and sharpen our focus by changing the way we use our technology. Dermot's approach is straightforward, practical and produces immediate results."

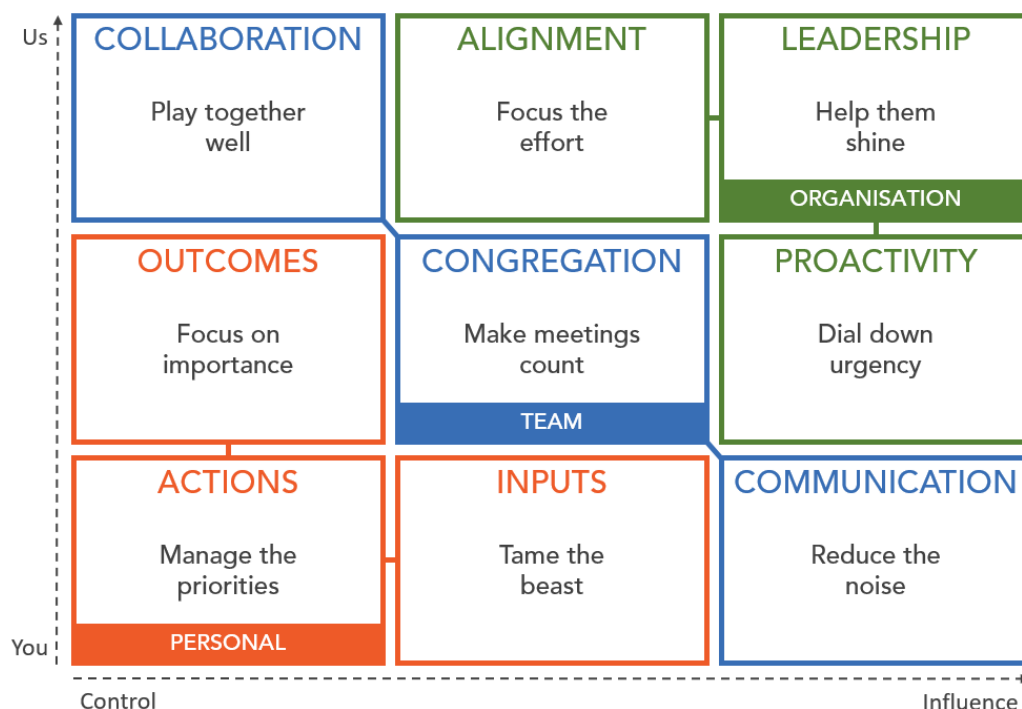Michael Rose, Chief Executive Partner, Allens

3 Levels of Productivity

Personal Productivity

The starting place for enhanced productivity is always to look at your own personal skills and processes. Put your own oxygen mask on before you help others, as it were. We focus on three key areas of personal productivity. Creating a solid action management system, learning to manage incoming work such as emails, and ensuring your most significant pieces of work are the main drivers for how you spend your time.

Team Productivity

Once you are personally organised, you can look at how you and the people in your teams work together productively. The challenge with productivity is that we tend to drag each others' productivity down by using tools like emails and meetings ineffectively, and approaching collaboration with a selfish rather than a serving mindset. Creating and agreeing on a set of protocols that will provide guidance on how we should work together productively will have a huge impact on overall productivity.

Us	COLLABORATION Play together well	ALIGNMENT Focus the effort	LEADERSHIP Help them shine **ORGANISATION**
	OUTCOMES Focus on importance	CONGREGATION Make meetings count **TEAM**	PROACTIVITY Dial down urgency
You	ACTIONS Manage the priorities **PERSONAL**	INPUTS Tame the beast	COMMUNICATION Reduce the noise

Control ————————————————— Influence

Organisational Productivity

Most organisations kill the productivity of their staff by allowing a culture of urgency and firefighting to flourish. People are rarely clear about what their priorities are, and often spend their days reacting to their inboxes. The final step as a leadership team is to decide how you will dial down the urgency, increase the alignment and lead productivity from the front.

Program Overview

Quick Facts

» Half-day foundation group session

» 1:1 coaching follow-up session for each executive

» Half-day follow-up group session

» Mix of personal productivity processes combined with technology

» Tailored to address issues faced by senior executives and leadership teams

» EA's included where appropriate

» Hands-on practical learning

» Wide range of resources and implementation materials supplied

Program Outcomes

» Get in control of email and your inbox

» Create a daily action plan to focus on priorities and commitments

» Plan time for strategic priorities

» Clear the inbox to zero – regularly!

» Maintain focus in an interruption-driven environment

» Set up a quick and efficient filing system

» Balance time in meetings with time for task priorities

» Streamline how you work with your EA

» Develop meeting, email and collaboration protocols

» Reduce the volume of noise and interruptions

» Create a blueprint for building a productive culture

Target Audience

The *Smart Leaders* program is explicitly focused on the productivity issues faced by senior leadership teams and their supporting EA's. These may be organisational leadership teams or divisional leadership teams, and will depend on the size of the organisation. Particular focus is placed upon the issues that senior managers face when juggling heavy meeting schedules, travel, and high email traffic.

Practical Learning

This practical program presents a system for managing your time, priorities and email. It is structured so participants are ready to implement what they have learnt the minute they get back to their desks. All principles, processes and concepts are linked back to the technology you use everyday - MS Outlook, OneNote and handheld devices.

Program in Detail

The *Smart Leaders* program incorporates time management principles and implementation strategies using technology.

The initial group training session is followed up with a personalised 1:1 coaching session for each executive and their EA, usually held in the weeks after the training. A further group training session will help the leadership team look beyond personal productivity and build a culture that allows productivity to flourish across the business.

Session 1 (4 Hours)
Introduction
» Why this, why now?

MS Outlook Set-Up
» Turning Outlook into a powerful planning system

Managing Actions
» Setting your intent with a daily plan
» Working with a proactive schedule
» Task and calendar management

Managing Inputs
» Clearing the inbox to zero
» Inbox noise reduction strategies
» Efficient filing and retrieval

Collaborating with OneNote
» Moving from paper to digital
» Turning information into intelligence
» Sharing notes and actions

Session 2 (1 hour)
1:1 Coaching Sessions
» Implementation problem solving
» Tailoring the system to fit your needs

Session 3 (4 hours)
Implementation Review
» Where are we at?

Managing Outcomes
» Prioritising important work
» Aligning outcomes with actions
» Planning for success

Team Productivity
» Define your team productivity values
» Creating agreements to reduce friction and increase flow
» Reduce unnecessary urgency
» Focus the effort on the right work
» Leading productivity by example

"Dermot's workshop and 1 on 1 coaching was life changing for my team and me. Personally, I have regained at least 16 hours each week, and my team have become evangelists, converting everyone they meet to their new approach to email and task management."

Fiona Geddes, General Manager Direct Channels Support
Commonwealth Bank of Australia

About Adapt Productivity

Adapt Productivity is a Sydney-based training company founded by Dermot Crowley in 2002. Over a number of years working with corporate clients he observed the rapid emergence of productivity technology and the failure of traditional time management techniques to keep pace. Adapt has developed a modern solution to productivity in the 21st century workplace. Dermot is the author of the best-selling books *Smart Work*, *Smart Teams*, and his new book Urgent!, all published by Wiley.

Adapt has a team of highly experienced and passionate coaches and trainers who run programs for clients in Australia and around the world.

Our unique combination of productivity and technology training has enabled us to gain the respect and loyalty of some of the world's most recognisable organisations, including:

Booking

To find out more or to book a Smart Leaders program, please call or email us. After meeting to discuss your specific needs, we will provide you with a fixed price proposal.

Phone: 02 9797 9792

E-mail: info@adaptproductivity.com.au

Web: www.adaptproductivity.com.au

"Dermot is a true professional who unlocks time by smart use of technology together with tried and true time management principles."

Kathleen Bailey-Lord, Group GM, Shared Services - ANZ Bank