



Smart Leaders

Exceptionally productive leaders leading exceptionally productive teams



An Adapt Productivity Learning Program

Introduction

Are you leading productivity in your team?

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 for the organisation:

1. The most senior people who need the training most are too busy to attend
2. Participants attend productivity training but return to a team 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 shaped by the actions and behaviours of people within an organisation, and the people who have the most influence on a culture sit at the leadership level. Creating a culture that amplifies productivity rather than dilutes it requires leaders to model excellent productivity behaviours, as well as ensuring their teams have the right tools, systems, knowledge and agreements in place to maximise their productivity.

About the Smart Leaders Program

The *Smart Leaders* program combines three short group training sessions with an optional 1:1 follow-up session for each executive. It provides senior leadership teams with a quick start to getting organised and creates a framework to support a culture of productivity across their division or organisation. The program addresses the specific productivity issues faced by senior executives, and moves from helping the executives get focused and in control, to helping them to spend more time on the activities that have real impact, and finally to helping them leverage the productivity of those around them.

Smart Leaders takes a practical approach to productivity, so participants don't just learn theory - they actually implement it during the training. Technology plays a big factor in our productivity, so all principles are linked to implementation strategies using MS Outlook, OneNote and other Office 365 productivity tools.

Supporting those who support you

We all appreciate the key role executive assistants or team assistants play in keeping the leadership team organised and on track. We see them as an essential key to your productivity, so we want them involved in the training.

Please feel free to include any EAs or team assistants in the workshops, and we will be sure to provide plenty of strategies to help you to work together more productively.

Program Snapshot

What You Receive

- » 3 x 3-hour group training sessions
- » Optional 1:1 coaching follow-up session for each executive
- » Can be run onsite or online
- » Personal productivity processes linked to technology like MS Outlook
- » Tailored to address issues faced by senior executives and leadership teams
- » EAs 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 more balanced and focused schedule
- » Protect time for strategic priorities
- » Clear the inbox to zero – regularly!
- » Make time for thinking and planning
- » Set up a quick and efficient filing system
- » Harness the power of Outlook and OneNote
- » Streamline how you work with your EA (if in place)
- » Develop meeting, email, collaboration and urgency agreements
- » Reduce the volume of noise and interruptions across the team
- » Create a blueprint for building a more productive culture
- » Lead your team in a more productive way

Target Audience

The *Smart Leaders* program is explicitly focused on the productivity issues faced by senior leadership teams and their supporting EAs and team assistants. These may be organisational leadership teams or divisional leadership teams, and this 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.

"Dermot's workshop and one-on-one coaching was life changing for myself and my team. Personally, I have reclaimed 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

Three Productivity Themes

The *Smart Leaders* program explores three key productivity themes. The program is run over a period of 2-3 months, and each session focuses on one of each of these themes.

Session 1: Focus

The initial group training session is all about focus. In order for senior executives to work at maximum effectiveness, they need to implement a focused organising system to manage their busy schedules, never-ending task lists and their overflowing Inboxes. Participants will learn how to balance their schedule and priorities, as well as how to get on top of the deluge of emails and other inputs that swamp their Inboxes every day.

As mentioned, Adapt has a very strong focus on implementation technologies like MS Outlook and OneNote. These are the tools that executives use everyday, but may not fully leverage to maximise their productivity. This session will cover many strategies that can be implemented using MS Outlook.

Session outcomes:

- » A more focused organising system for meetings and priorities
- » Get in control of your Inbox and filing system
- » Create more balance in your schedule and your role

Session 2: Impact

Once the participants have had a few weeks to implement their new organising system, they are ready to go to the next level of productivity. The Impact session looks at how they can get clear about the work that has the most impact, and ensure they are spending as much of their time on these activities as possible. This session covers a range of prioritisation and planning frameworks that will help them to work on the right work at the right time.

While the main focus of this session is on planning and prioritising strategies, there is still a strong focus on technology. We will explore best-practice use of tools like OneNote, MS Teams and Planner to make work visible and create accountability and alignment across the team.

Session outcomes:

- » Plan and protect time for the work that has the most impact
- » Increase prioritisation effectiveness
- » Better ability to plan 1:1 discussions and track assigned work

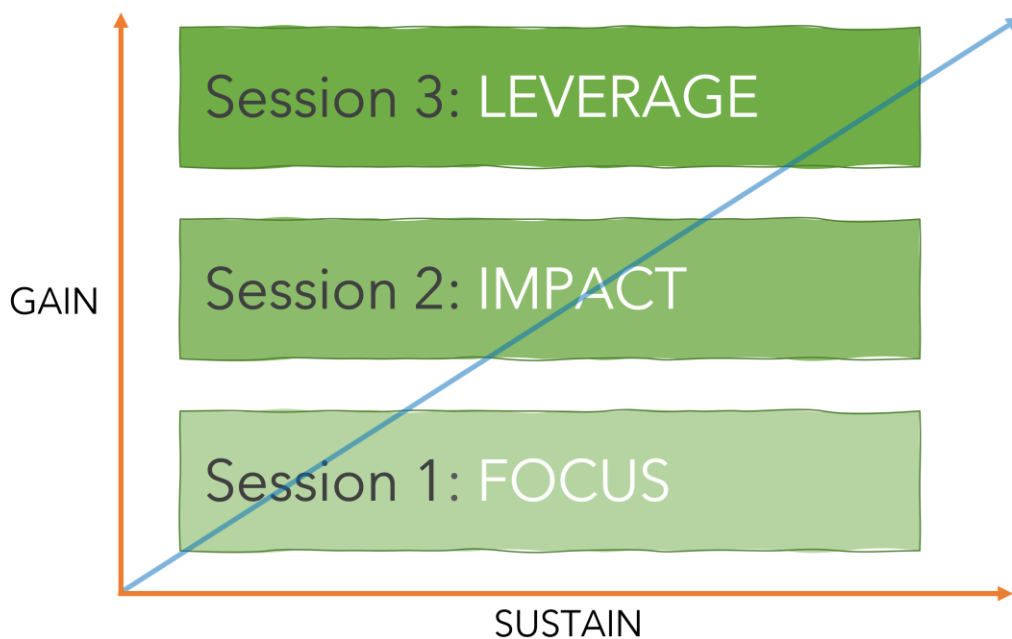
Session 3: Leverage

The final session, usually held a couple of months after the initial training, serves as a chance to discuss implementation and progress for the team, as well as look at how the leaders can leverage the productivity within their teams. We look at the role a leader plays in creating more productive team cultures, and how they can boost productivity for all by reducing the friction that can impede team productivity.

This session moves beyond personal effectiveness and examines the cultural aspects of productivity. The participants will gain an insight into the group behaviours that lead to unproductive cultures, and will learn how to create more productive communication, meeting, collaboration and urgency cultures.

Session outcomes:

- » A deep understanding of the causes of productivity friction
- » Coaching strategies to boost team productivity
- » Understand the role of team agreements to drive team culture



Our experience is that this holistic approach to productivity at the leadership level leads to a real productivity gain that is sustained over time.

"I was told that Dermot would change my life, so I went in with high expectations. Those expectations were exceeded very quickly – I was stunned by how simple the interventions were, how fast and easy they were to implement, and what a significant difference it made to my day, my ability to support my team, and my levels of stress.

Andy Hitchen, Senior Executive
Medibank 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 *Urgent!*, all published by Wiley. Dermot is currently writing his next book, *Smart Leaders*.

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 proposal.

Phone: 02 9797 9792

E-mail: info@adaptproductivity.com.au

Web: www.adaptproductivity.com.au



Spending time with Dermot is essential for executives to navigate the changing hybrid work environment. He brings together years of ideas, philosophies and tips to enhance the way you work. We have rolled out this teaching with a number of executives at HP with really great results.."

Michael Boyle, Managing Director
HP Australia