

adapt

Smart Teams Masterclass

Build a culture where team productivity flows



A Smart Work
Learning Program

Introduction

Less Friction, More Flow

We are all striving to get more done, to be more efficient and to deliver good quality work. But even with the most effective personal organisation systems in place, our productivity is very much dependent on those around us. Conversely, their productivity is also dependent on us. Unfortunately this means the productivity of the whole team can be compromised all too easily. Instead of working together in a way that creates *work-flow*, we are at risk of creating *work-friction*.

In today's hectic workplace, we need less friction, and more flow. We need to develop a team culture that allows productivity to flourish, and ensures personal productivity is sustained at a high level across the team, over a long period of time.

Smart Teams Masterclass

The *Smart Teams Masterclass* is a short (2 hours, but can expand or contract from 1 to 3 hours) presentation that will be the catalyst for a cultural change at your next team offsite or conference. After this session your team will have the mindset, tools and skills needed to create a set of productivity values and agreements that will boost the productivity of the whole team.

The session focuses on three core team productivity areas - Conversations, Congregations and Communications. Underpinned by a set of productivity values that will act as guiding beacons, your team will develop and agree on a set of productivity protocols that will remove friction and create flow when you work together.

Interruptions will be reduced. Collaboration on projects and initiatives will be streamlined. Meetings will achieve better outcomes in less time. And email noise will be kept to a minimum as your team learn to operate in a way that increases their own personal productivity as well as the productivity of everyone.

"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

Session Overview

Quick Facts

- » 2-hour short session
- » Small group or large presentation
- » Delivered onsite or at your conference or offsite venue
- » Practical team productivity strategies
- » Based on *Smart Teams*, to be published by Wiley in 2018
- » Perfect for teams that have already attended the *Smart Work* program
- » Handouts and protocol development guide provided
- » Practical application to technology such as MS Outlook and OneNote

Session Outcomes

- » Understand what drags your team's productivity down
- » Adopt a new set of productivity values
- » Develop a set of agreed productivity protocols for working together
- » Learn to collaborate with others effectively
- » Have fewer, more effective meetings
- » Reduce inbox 'noise' across the team
- » Learn to write emails that get opened and actioned
- » Harness the power of technology to collaborate
- » Get inspired to work in a new, more productive way

Target Audience

The *Smart Teams Masterclass* will benefit any team, division or organisation wanting to create a sustained increase in productivity for all team members. This practical session is perfect for conferences and team off-sites. It is relevant to any and every member of your team, but is best experienced by intact teams. It is especially beneficial for teams that have already undertaken the Smart Work productivity training.

Practical Learning

All of Adapt's productivity programs have a strong bias towards practical learning. Our years of experience in the productivity training field mean that our sessions have direct relevance to the productivity issues your team is experiencing every day. We are able to reinforce our strategies with real-world examples and case studies. Our down to earth approach inspires change and the desire to work differently.

Session in Detail

The *Smart Teams Masterclass* will help your team operate in a more thoughtful and productive way. It demonstrates the everyday ways that we hamper the productivity of those around us, and helps your team to develop a set of values and agreed protocols that will reduce friction and increase flow.

This session can be run as a keynote presentation from the main stage or as a practical breakout session.

Introduction

Explore the reasons why most teams suffer from reduced productivity.

- » Friction to flow
- » Team productivity framework

Values & Agreements

Working together productively requires everyone to agree on some basics.

- » Productivity values
- » 'Game Theory' productivity
- » Team agreements

Conversations

Our everyday behaviours have a huge impact on team productivity. Let's learn to play well together.

- » Minimise interruptions
- » Effective delegation from both sides
- » Collaboration agreements for your team

Congregations

Meetings are often cited as one of the worst drains on corporate productivity.

- » Make every meeting count
- » The seven 'P's of meetings
- » Meeting agreements for your team

Communications

Learn how to reduce the level of noise that comes into your collective inboxes.

- » Writing effective emails
- » CC, Reply All and etiquette explained
- » Alternatives to email

Next Steps

Now go and create a more productive culture in your team

- » Developing your team agreements
- » Staying accountable

"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 CBA

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 *Smart Work*, published by Wiley. He is currently writing *Smart Teams*, to be published in 2018.

Adapt has a team of highly experienced and passionate coaches and trainers who run programs for the corporate sector around Australia as well as globally in London, New York, Asia and New Zealand. Our clients return to us each year because of the high quality of our programs and the consistent results we achieve.

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

Commonwealth Bank, KPMG, Harvey Norman, Allens, Diageo Australia, Tennis Australia, Aussie, Reserve Bank, Citigroup, HP Australia, Dexu, Deloitte.

Booking

If you would like to discuss how we could help to make your next conference or team off-site more productive, call or email to arrange a time to meet and discuss your needs.

Phone: 02 9797 9792

E-mail: info@adaptproductivity.com.au

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"This is the most valuable training I have done in years!"

Rachel Foley-Lewis, Senior Partner, Deloitte Australia