



Smart Teams Workshop

Build a culture where team productivity flows



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 Workshop

The *Smart Teams Workshop* is a powerful workshop that will become the catalyst for a cultural change within your team or division. Your team will not only learn how to work better together, but will also walk away with a set of productivity agreements that will drive behaviours and boost productivity.

In a workplace that is filled with email noise, countless ineffective meetings and poorly planned projects, your team will learn to communicate, congregate and collaborate in a productive way. They will develop team principles that will guide behaviours, and implement projects that will ensure a sustained productivity gain for the whole team.

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 around them.

"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

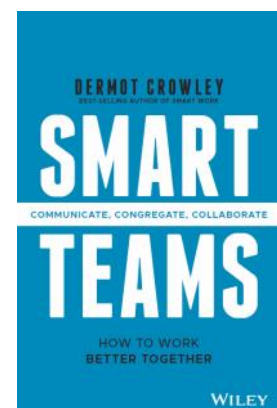
- » 1 day workshop
- » Ideal for leadership groups, intact teams or targeted team champions
- » Delivered onsite or at your conference or offsite venue
- » Practical team productivity strategies
- » Based on *Smart Teams*, published by Wiley
- » Perfect for teams that have already attended the *Smart Work* program
- » Handouts, resources and principles development guide provided
- » Maximum 16 participants

Session Outcomes

- » Understand the frictions that drag your team's productivity down
- » Explore the four qualities of a smart team
- » Develop a set of agreed productivity principles 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

What You Receive

- » Facilitated 1 day workshop
- » Copy of *Smart Teams* book for each participant
- » Access to Smart Teams resources website
- » Smart Teams diagnostic to measure where your team sits



Session in Detail

The *Smart Teams Workshop* will help your team operate in a more mindful and productive way. It identifies the everyday ways that we hamper the productivity of those around us, and helps your team to develop a set of productivity principles that will reduce friction and increase flow.

This session will create a more productive culture in your team that will lead to a sustained boost in collective productivity.

Introduction

Explore the reasons why most teams suffer from reduced productivity.

- » Friction to flow
- » Team productivity framework

Productivity Principles

Working together productively requires everyone to agree on some basics.

- » Productivity qualities
- » 'Game Theory' productivity
- » Team productivity principles

Communicate

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

Congregate

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

- » Make every meeting count
- » Plan and run awesome meetings
- » Develop and own meeting principles

Collaborate

Learning to collaborate productively is critical in today's workplace.

- » Reduce unnecessary urgency
- » Make your projects visible
- » Learn to interrupt mindfully

Next Steps

Finally go and create a more productive culture in your team

- » Embedding your team principles
- » Keeping yourselves accountable

"While we all aspire individually to work smarter, it is not until you shift an entire team to achieve this that you realise the true scale and benefits. Smart Teams is an excellent reference for leaders and individuals alike. Allowing you to not only develop good habits, but more importantly create a team culture of productivity and efficiency.

Paul Gracey, Director-Printing Systems, HP

Who Is It For?

Target Audience

The *Smart Teams Workshop* will benefit any team, division or organisation wanting to create a sustained increase in productivity for all team members. This workshop can be run for intact teams, or for a group of nominated productivity champions who can take the concepts back into the wider team. 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. And as always, we link the theory with your technology to ensure easy implementation.

Your Facilitators

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.



Dermot Crowley



Tony Hall



Matt Lumsdaine

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 book *Smart Work*, and of *Smart Teams*, both published by Wiley.

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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:



Booking

Booking a workshop is the most efficient and cost effective way to train your team. Please call or email to get started:

Phone: 02 9797 9792

E-mail: info@adaptproductivity.com.au

For more information about Adapt and our products and services, please visit:

adaptproductivity.com.au



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

Rachel Foley-Lewis, Senior Partner, Deloitte Australia