adapt

Productive Leadership Online

An online productivity program
for leadership teams.

Introduction

Are you leading productivity in your organisation?

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

1. Those in senior leadership roles 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 are often part of the problem rather than the solution.

Work cultures are molded by the actions and behaviours of the people within an organisation, and the people who have the most influence over the culture are those at the top. Creating a culture that amplifies productivity rather than diluting it requires a leader to model great productivity behaviours, as well as ensuring each team has the right tools, systems, knowledge and protocols in place to maximise productivity.

About the Productive Leadership Program

The *Productive Leadership Online* program combines two short group webinars designed for leadership teams and a 1:1 online implementation review with each executive. It provides 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. Participants not only learn to boost their own productivity, they learn how to help those around them be more productive.

The program takes a practical and holistic approach to productivity, so participants don't just learn theory - they actually implement during the training. Technology can play a big part in enchancing our productivity, so all principles are linked to implementation strategies using MS Outlook, OneNote and handheld devices. This approach is especially critical when leadership teams work remotely, but still need to stay connected with their EA and/or the wider team.

"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

Program Content

The Productive Leadership program looks at productivity on three levels:

Level 1 - Smart Work: Personal Productivity

The starting point for senior leadership teams should always be to sort out their own productivity knowledge, skills and processes. Put your own oxygen mask on first before helping others as it were. Webinar 1, *Smart Work*, focuses on three key areas:

1. Creating a solid action management system

2. Learning to manage incoming work such as emails, and

3. Ensuring your most significant pieces of work are the main drivers for how you
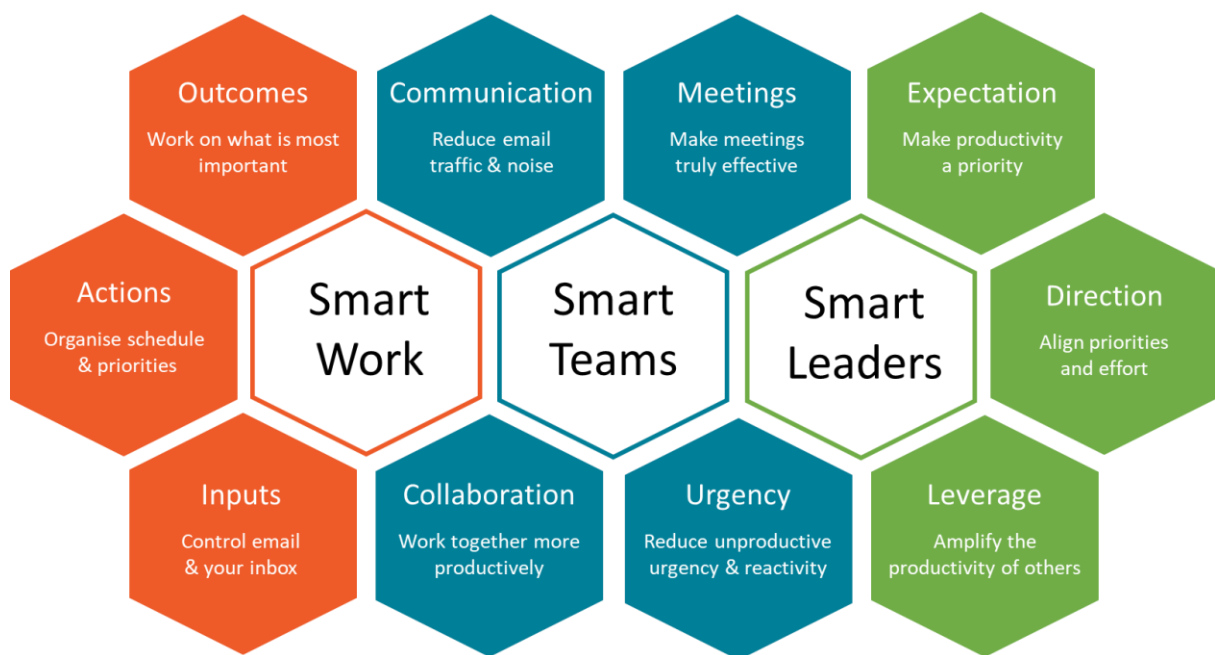
Level 2 - Smart Teams: Team Productivity

With your own system in place you can now look at how you and your team work together more productively. The challenge with team productivity can be that we drag each other's productivity down if we are not mindful about how we communicate, meet and collaborate. The productivity of your team will be amplified if you implement simple working agreements and protocols. *Smart Teams* is built around a series of Productivity Playbooks focusing on improving the email, meeting and collaboration cultures in your team.

Level 3 - Smart Leaders: Organisational Productivity

Without the right leadership around productivity, organisational cultures are often rife with toxic urgency. This is a result of exposing your team to acute and chronic periods of reactivity and can be a truly destructive force. *Smart Leaders* focuses on how you can moderate and manage urgency so it can be used as a force for good.

Program Overview

Quick Facts

- » 2.5 hour foundation group webinar
- » 1:1 virtual coaching session for each executive
- » 2.5 hour follow-up group webinar
- » Mix of personal productivity processes combined with technology
- » Tailored to address issues faced by senior executives and leadership teams
- » EA's included where appropriate
- » Includes remote working strategies
- » 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, including when working remotely
- » Take ownership of meeting, email and collaboration playbooks
- » Reduce the volume of noise and interruptions
- » Create a blueprint for building a productive culture

Target Audience

The *Productive Leadership Online* program is primarily 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 online 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 work. All principles, processes and concepts are linked back to the technology used everyday - MS Outlook, MS OneNote and handheld devices.

Program in Detail

The *Productive Leadership Online* program incorporates time management principles and implementation strategies using technology, including MS Outlook and MS OneNote.

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

Group Webinar 1 (2.5 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

Online Coaching (1 hour)

1:1 Exec/EA + Adapt Coach
» Implementation problem solving
» Tailoring the system to fit needs

Group Webinar 2 (2.5 hours)

Implementation Review
» Where are we at?

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

Team Productivity
» Defining team productivity values
» Using productivity playbooks to reduce friction and increase flow
» Focusing effort on the right work
» Leading productivity by example
» Reducing unnecessary urgency
» Moderating and managing urgency

"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 book *Smart Work*, and of *Smart Teams*, both 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 Productive Leadership Online 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
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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