



Smart Teams Online

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 connected workplace, we need less friction, and more flow. We need to develop a team culture that allows productivity to flourish, and is sustained at high level, over a long period of time. This is important for office-based teams, but especially important for teams that work remotely.

Smart Teams Online

Smart Teams Online is a powerful series of webinars 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 team agreements that will drive behaviours and boost productivity.

The webinar series is based on Dermot Crowley's *Smart Teams* book, and is built around four productivity cultures that can either raise or ruin the productivity across your team. These are your email culture, meeting culture, collaboration culture and urgency culture. Each webinar dives into one of these cultures and provides participants with practice strategies they can use to work together more productively.

Each topic is built upon a *Productivity Playbook* that delivers a set of agreed working behaviors your team can adopt to create a more effective team culture. After all, culture is just a set of group behaviours!



"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

Overview of Webinars

Webinar 1: Email Culture

Email is an efficient communication tool, but when we send and receive too many it becomes a crippling burden. The email noise created within our teams can distract us from our more important priorities, and lead to busy yet unproductive workstyles.

This webinar looks at powerful strategies and team agreements that will help reduce the noise levels within your team forever. It will also explore how to improve the quality of communications so that the message can be understood and actioned quickly and easily.

Webinar 2: Meeting Culture

Meetings are a useful but expensive and resource heavy way to get work done. For many of us, a great deal of our day is spent in meetings, and if they are not run effectively in a way that produces results, this can cause a massive drain on our productivity.

This webinar will help your team spend less time in meetings, and will ensure that the meetings they do attend are focused and effective. It delivers a set of strategies and team agreements that will make your face-to-face and virtual meetings pack a productive

Webinar 3: Collaboration Culture

Today more than ever, we are being asked to collaborate on complex projects, processes and problems with our own teams, with other teams and with a range of stakeholders across our organisation. This collaboration can happen in face-to-face situations, or remotely. The challenge is keeping the work, the progress and the deadlines visible and aligned.

This webinar looks at how you can leverage the power of tools like Microsoft 365, Teams and Planner to collaborate productively with others.

Webinar 4: Urgency Culture

Sometimes it seems that everything is urgent, and when that is the case, nothing is really urgent. How do we create a sense of urgency without creating senseless urgency? The final webinar in the series is aimed at giving participants practical strategies to get in control of the unproductive urgency in their workplace.

Based on Dermot Crowley's upcoming book *Urgent!*, this session will inspire the audience to take control and work to shift the urgency culture within their team. This is not just about dialing down the urgency, but about knowing when and how to dial it up or down in a purposeful way.



Webinar Series Outcomes

The *Smart Teams Online* series will help your team operate in a more mindful and productive way. The complete series can be run for your team over a series of weeks or months to provide a total rethink on how you work together. Alternatively, each webinar can be run as a standalone session to fix the most challenging productivity issue currently being experienced by your team. Each webinar can accommodate up to 25 participants.

Email Culture (2 hours)

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

- » Reduce email noise
- » Write effective emails
- » Cc, Reply All and email etiquette
- » Alternatives to email explained
- » Email Playbook provided

Collaboration Culture (2 hours)

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

- » Enhance team collaboration
- » Create alignment when collaborating
- » Make your projects visible
- » Harness the power of MS365
- » Collaboration Playbook provided

Meeting Culture (2 hours)

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

- » Plan and run effective meetings
- » Get the right people in the room
- » Focus and manage the participants
- » Make virtual meetings more effective
- » Meeting Playbook provided

Urgency Culture (2 hours)

Create a sense of urgency, not senseless urgency.

- » Understand unproductive urgency
- » Learn to work more proactively
- » Moderate team urgency
- » Negotiate urgency with stakeholders
- » Urgency Playbook provided

Webinars can be run as a complete series or individually as needed.

"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

More Information

Target Audience

Smart Teams Online will benefit any team, division or organisation wanting to create a sustained increase in productivity for all team members, including teams that work remotely. It is relevant to anyone, but is best experienced by intact teams. It is particularly 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 running face-to-face and online training means 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. As always, we link the theory with your technology to ensure easy implementation.

Your Facilitators

Adapt Productivity's '*Smart Teams Online*' facilitators are experienced, passionate, and engaging. We have many years experience running both face-to-face training and online programs. 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.

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

Booking our webinar series 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:



"Dermot has been guiding our team through 'Smart Work' and 'Smart Teams' for just over two years. The strength and clarity of his knowledge and personal work practices flow into his books and training, and our results have been transformational. Team members experience a much greater sense of control and ease in their work days, and together we have adopted a shared 'productivity' language and culture."

Lesley McKay, General Manager Tasmania, The Smith Family