



# Lead Smart Masterclass

Leadership training for exceptionally  
productive leaders and teams



# Introduction

## Is your leadership team too busy to lead?

Distraction, busyness and reactivity are productivity issues experienced by many staff and managers in most organisations, but at the leadership level the negative impact of these productivity blockers can be extremely disruptive.

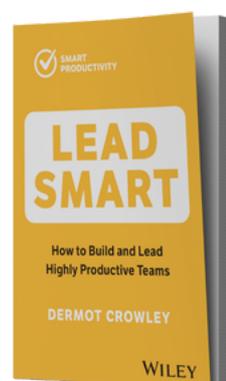
Senior leaders may have many years' of experience in their roles, but this does not mean they have a way of working that truly maximises their time, energy and focus, or that of their team. All too often the complexities and demands of their role make senior leaders more distracted, more busy and more reactive than they should be. This can lead to an increase in stress and overwhelm, and a decrease in impact. In the worst cases, you end up with leaders who are too busy to lead!

## About the Lead Smart Masterclass

The Lead Smart masterclass has been developed as a high impact session perfect for leadership team offsites or conferences. It delivers a short, sharp and highly practical insight into how to stay productive as a leader. Based on Dermot Crowley's book 'Lead Smart', book three of the Smart Productivity series, the session looks at the unique productivity issues faced by leaders, and provides relevant and highly practical strategies and solutions.

Lead Smart will take your leadership team on a journey from personal productivity to group productivity, and will help them increase their focus, maximise their impact and leverage the productivity of their teams.

The masterclass 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 MS 365 productivity tools.



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

# The Lead Smart Approach

The Lead Smart masterclass has three core productivity themes that can help leaders to both work and lead more productively.

Participants will start by examining their own personal productivity habits and behaviours, before moving on to examine how they interface more effectively with their teams, and finally how they can build more productive cultures within their teams.

This dual focus on both personal productivity and group productivity has a truly leveraged impact on the performance of the entire team. Your leaders will benefit personally, but will also be positioned to boost the productivity of their wider teams!



## Theme 1: Focus

Our starting point is Focus—how leaders can focus their schedule, focus their priorities and focus their inboxes. In order for leaders to work at maximum effectiveness, they need to an organising system that can cope with the heavy demands on their time, energy and attention. Leaders 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.

## Theme 2: Focus

We then move to Impact, and how leaders can spend more of their time, energy and attention on the things that truly matter as a leader. We look at how to identify the activities that have the most impact, and how to ensure as much of their time as possible is spent on these activities. We cover a range of prioritisation and planning frameworks that will help leaders work on the right priorities at the right time.

## Theme 3: Leverage

We then move to Leverage, and close off by discussing the three productivity cultures that can make or break the productivity of the wider team - the communication culture, the meeting culture and the prioritisation culture. 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 often impedes team productivity.

# Additional Information

## Target Audience

The Lead Smart masterclass is designed for senior leadership teams. In small to medium sized businesses, this could be the executive leadership team, in larger organisations, a divisional leadership team. The masterclass format is perfect for leadership team offsites and larger group presentations.

While the main focus is on the leadership team themselves, where appropriate we encourage the inclusion of selected leaders from the extended leadership team, and the additional participation of any EA's or PA's supporting the leaders themselves.

## Lead Smart Inclusions

The Lead Smart masterclass is a fantastic investment of your leadership team's time, and budget.

Masterclass costs include:

- 3-hour live or online masterclass delivery
- Copy of Lead Smart book for up to 25 of your core leaders
- EAs can attend as well

## Facilitators

Adapt Productivity's 'Lead Smart' 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



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.

Dermot is the author of the best-selling book Smart Work, and of Smart Teams, Urgent! and Lead Smart, all published by Wiley.

Adapt has developed modern solutions to productivity in the 21st century workplace. 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:

## Who We Work With



## Next Steps

Arranging a session 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](mailto:info@adaptproductivity.com.au)**

For more online information about Adapt and our products and services, please visit: [www.adaptproductivity.com.au](http://www.adaptproductivity.com.au)

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