



Lead Smart Training

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.

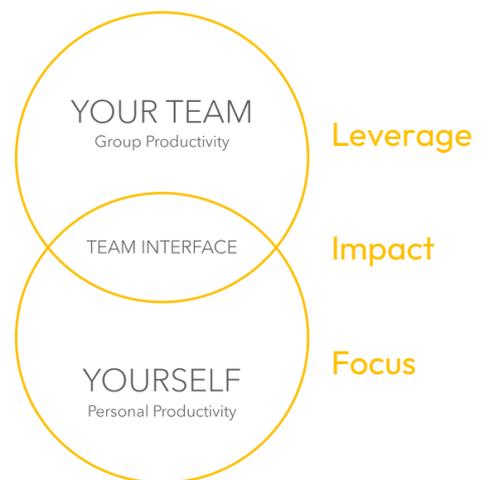
Senior leaders may have many years' of experience in their roles, but this does not mean they have a way of working that truly maximises their time, energy and focus, or that of their team. All too often the complexities and demands of their role make senior leaders more distracted, more busy and more 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 Program

The Lead Smart program has been developed with the productivity of senior leaders front and centre. Based on Dermot Crowley's book 'Lead Smart', book three of the Smart Productivity series, the program looks at the unique productivity issues faced by leaders, and provides relevant and highly practical strategies and solutions.

The three-phase program 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.

Lead Smart 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.



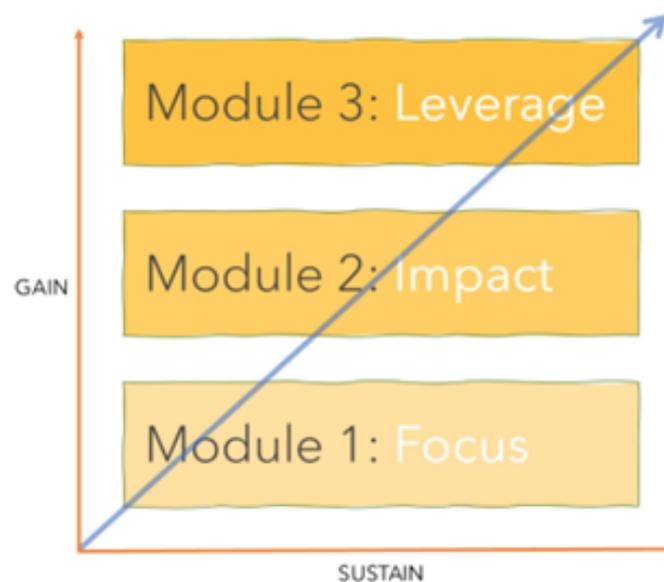
Dermot's workshop was life changing for myself and my team. Personally, I have reclaimed at least 16 hours each week, and my team have become evangelists, converting everyone they meet to their new approach to email and task management.

Monique Hope-Pearson, Group Legal Counsel - Connective Broker Services

The Lead Smart Approach

The Lead Smart program comprises of three group training modules, each with its own distinct theme. These are run over a 2-3 month period, with each session building on the previous. While the program can be run entirely face-to-face or entirely online, our preferred approach is a mix of both delivery methods.

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 then 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.



Our experience is that this holistic approach to productivity at the leadership level leads to a real productivity gain which is sustainable over time. Leaders who participate in the program reclaim precious time, energy and focus to invest in what really matters in their role, and as a result, change not just themselves but also the people they lead.



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

Module 1: Focus

Half day - face-to-face or online

The initial group training module is all about focus. In order for leaders to work at maximum effectiveness, they need to implement a focused organising system to manage their busy schedules, never-ending task lists and their overflowing inboxes. Participants 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.

Module 2 Outcomes

- Plan and protect time for the work that has the most impact
- Increase prioritisation effectiveness
- Design a robust weekly planning process
- Improve your ability to plan 1:1 discussions and track assignments

Module 3: Leverage

2.5 hours online

The final module, usually held a couple of months after the initial training, serves as a chance to discuss implementation and progress for the team. This module is also where we explore ways to leverage the productivity within their teams. 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.

This module moves beyond personal effectiveness and examines the cultural aspects of productivity. Participants will gain greater insight into the group behaviours that lead to unproductive cultures, and will learn how to create more productive communication, meeting and prioritisation cultures.

Module 1 Outcomes

- Build a more focused organising system for meetings and priorities
- Get in control of your inbox and filing system
- Create more balance in your schedule and your role
- Work more proactively on things that matter

Module 2: Impact

2.5 hours online

Once participants have had some time to implement their new organising system, they are ready to go on to the next level of productivity. The Impact module looks 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. This module covers a range of prioritisation and planning frameworks that will help leaders work on the right priorities at the right time.

Module 3 Outcomes:

- Understand the causes of productivity friction for your team
- Develop coaching strategies to boost team productivity
- Examine the role of team agreements to drive team culture
- Help your team to be their most productive selves

Additional Information

Target Audience

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

Program costs include:

- 3 x module delivery
- Copy of Lead Smart book for each participant
- Complimentary EA implementation session if relevant



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

For more online information about Adapt and our products and services, please visit: www.adaptproductivity.com.au

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