



Smart Teams Masterclass

Create a culture where
team productivity flows



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Introduction

Less friction, more flow

We are all striving to get more done, to be more efficient and to deliver great 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 effectiveness of the whole team can be compromised all too easily if your productivity cultures are not as healthy as they could be. 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 team cultures that allow productivity to flourish, and to be sustained at the highest level, over a long period of time.

Smart Teams Masterclass series

Running a Smart Teams Masterclass is a powerful way to improve the productivity culture within your team, division or organisation. Your people will not only learn how to work better together, they will also walk away with the tools to create a set of productivity agreements that will drive a change in behaviour and a change in culture.

The series is based on Dermot Crowley's Smart Teams book, and is built around the three productivity cultures that we believe have the most impact on the productivity of your team. Choose between the communication masterclass that will reduce the communicate noise your team experiences, the meeting masterclass that will reduce the burden of too many meetings, or the prioritisation masterclass that will reduce unnecessary urgency and create a more proactive, importance-driven culture.

Each masterclass is designed to provide your team with immediately implementable productivity strategies that will improve their own productivity as well as the productivity of those around them. The key to healthy productivity cultures is working in a way that is productive for the individual and for the team at the same time.

We have designed these masterclasses to be large group webinars or presentations, as the more people exposed to the Smart Teams approach, the greater the chance of creating a sustained shift in your productivity cultures.



Communication Culture Masterclass

Email may be an efficient communication tool, but when we send and receive too many emails it can become a crippling burden, distracting us from more important work. If your team complain that they are spending too much precious time, energy and focus on emails, or dealing with MS Teams messages, this is a sign that you may have an communication-heavy culture which is killing productivity.

This masterclass looks at powerful strategies that will reduce the communication noise levels within your team forever, and make it easier for everyone to manage their communications and their inboxes. In fact, it will help them get their heads out of their inbox to focus on more important work!

This session not only addresses the issue of communication volume, it will also explore ways to improve the quality of communications so that messages can be understood and actioned quickly and easily.

The strategies covered will support a set of bespoke communication agreements that you will create to hold the team accountable to a less noisy way of communicating. We believe this is the key to creating a sustained cultural shift that everyone owns.

Session Outcomes

The Communication Culture Masterclass will enhance how your team communicates with each other, and how they manage workflow. Participants can expect to:

- Consider the best tool for the job when communicating
- Reduce communication noise across the team
- Use Cc and Reply All with purpose
- Enhance communications in MS Teams
- Utilise a Communications Playbook to create a healthy culture



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

Meeting Culture Masterclass

Meetings are a necessary tool to get work done, but when we are working in a meeting-heavy culture, too much of our time can be diverted away from more important priorities. Our schedules can become unbalanced, with too much time committed to meetings, and not enough time protected for other priorities. This in turn leads to frustration, long working hours and burnout. The busyness that a compressed meeting schedule can create is often counter-productive.

This masterclass looks at how your team can reduce time in unnecessary meetings, whilst at the same time ensuring the meetings that are run are effective and achieve the right outcomes. Meetings will be fewer, shorter, involve less people and be better quality. Learning to use meetings purposefully will boost the productivity of your team in a meaningful way.

The strategies covered will support a set of bespoke meeting agreements that you will create to hold the team accountable to a more effective way of meeting. We believe this is the key to creating a sustained cultural shift that everyone owns.

Session Outcomes

The Meeting Culture Masterclass will improve how your team manage all aspects of meetings. Participants can expect to:

- Reduce time in unnecessary meetings
- Communicate a clear meeting purpose and agenda
- Consider more effective alternatives to meetings
- Plan and organise effective meetings
- Utilise a Meetings Playbook to create a healthy culture



In Smart Teams, Dermot Crowley takes the individual productivity concepts introduced in Smart Work to an entirely different level. The game theory productivity concept is brilliant, illustrating how to work with others in a way that enhances not only your own productivity, but that of the entire team.

Chris Galloway, Managing Director, Morningstar Investment Management

Prioritisation Culture Masterclass

Why does everything seem so urgent, all of the time? While we might like to tell ourselves that it is the nature of our industry, or of our role, the truth is that most urgency is avoidable. And too much unnecessary urgency can make it hard for us to focus on the important priorities within our role.

That said, we understand that some urgency is unavoidable, so we are not trying to rid your workplace of urgency altogether. It's about reducing unproductive and unnecessary urgency, the urgency that stops the team getting to their other important priorities.

If urgency becomes the main way your team prioritises, you quickly end up with a reactive, urgency-driven culture. When you dial down the urgency and support people to work more proactively, you create a more importance-driven culture. This in turn ensures your people are having more impact in their roles.

The strategies covered will support a set of bespoke prioritisation agreements that you will create to hold the team accountable to a more proactive way of working. We believe this is the key to creating a sustained cultural shift that everyone owns.

Session Outcomes

The Prioritisation Culture Masterclass will transform how your team prioritise their work and manage urgency. Participants can expect to:

- Understand the causes of unproductive urgency
- Learn to respectfully negotiate urgency and competing priorities
- Become more responsive and less reactive
- Increase alignment and accountability within their team
- Utilise a Prioritisation Playbook to create a healthy culture



As the world continues to change around us, businesses can't afford to give in to the urgency trap anymore. We all need to get more focused and deliberate on deciding the right things to do and when to do them, and then get them done.

This session is the practical formula to help us.

Stacey Barr, strategic performance specialist, author of Prove it!

Additional Information

Target Audience

The Smart Teams Masterclass Series will benefit any team, division or organisation wanting to achieve a sustained increase in productivity for all team members, wherever they are based. These sessions are particularly beneficial for teams that have already undertaken the Smart Work productivity training, although this is not a pre-requisite.

Smart Teams Masterclass Investment

Whether the masterclass is run onsite or online, we do not cap the audience size as we want as many people as possible in your team involved to support the culture shift.

Masterclass costs include:

- 2-hour large group masterclass, live or online
- Team agreements starter kit
- Playbooks and implementation resources

Facilitators

Adapt Productivity's 'Smart Teams' 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:

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