



# EFFECTIVE PERSONAL PRODUCTIVITY®

Create a High Performance Organization

## The Unique LMI Process

LMI delivers a process that not only provides skill and competency development but changes the attitudes and behaviours of the participant.

To ensure that measurable results and a Return On Investment are achieved:

- ✓ Specific workplace goals for learning and performance improvement are established in consulting between the Participant and Company Management, refined in 2 up-front sessions
- ✓ Support from the LMI Facilitator guides the Participant's "on the job" application of the learning
- ✓ Complete resource materials allow multi-sensory learning
- ✓ Eight interactive sessions are facilitated in convenient bi-weekly workshops
- ✓ Participants present key results and a summary of course accomplishments at a special Graduation Meeting. Certificates are awarded

### Session One:

#### ***Introduction to Concepts***

Concepts of Success, Motivation & Attitude Changes  
Organizational Climate Survey  
Individual Self-Image Profiles  
Success as Related to Past Conditioning  
Attitude and Habits – The Effective Motivators  
Multi-Sensory Learning  
Spaced Repetition  
The Power of Goal Setting

### Session Two:

#### ***Goal Setting***

Validation of ROI  
Developing Personal Related Goal Planning Sheets  
Developing Business Job Related Goal Planning Sheets  
Fine Tuning Goal Tracking Systems  
Integration of My-Tyme Planner with Goal Planning Sheets  
Profile Evaluation Awareness and Integration into Goal Planning Sheets

### Session Three:

#### ***The Nature of Productivity***

What is Productivity?  
Time – The Key Resource for Increasing Productivity  
Attitudes Toward Planning and Goal Setting  
Attitudes Toward Other People  
Attitudes Toward External Circumstances  
Attitudes Toward Practices and Procedures  
Attitudes Toward Yourself  
Identifying and Using High Payoff Activities  
Establishing a Base Line for Productivity  
The Rewards of Improving Productivity

### Session Four:

#### ***Productivity Through Goals Achievement***

Having a Positive Self-Image  
Personal and Organizational Goals  
How the Goal-Setting Process Works  
The Power of Written Goals  
Finding Time for Planning and Goal Setting  
Tracking and Feedback  
Putting Affirmation and Visualization into Practice

### Session Five:

#### ***Increasing Productivity Through Managing Priorities***

Setting Priorities for Each Day  
Setting Priorities in All Areas of Life  
Maintaining Focus by Limiting Interruptions  
Handling E-mail Efficiently  
Managing Communications  
Setting Up an Efficient Work Area  
Managing Drop-In Visitors  
Crisis Management  
Protect Your Productivity by Saying "No"

### Session Six:

#### ***Improving Productivity Through Communication***

Mastering Communication Skills  
The Role of Empathy in Communication  
How Behaviour Affects Communication  
Asking the Right Questions  
Listening for the Total Message  
Writing for Clear Communication  
Using E-mail Properly  
Using Technology Efficiently and Effectively

### Session Seven:

#### ***Empowering the Team for Peak Performance***

The Empowerment Imperative  
The Benefits of Empowerment  
Empowering Different Generations  
Attitudes – The Heart of Empowerment  
Developing Team Players Through Delegation  
Levels of Delegation  
Communication and Delegation

### Session Eight:

#### ***Increasing Productivity of the Team***

Sharing and Communicating Goals  
Creating a Learning Environment  
Developing and Coaching Self-Directed Work Teams  
Developing People to Be Their Best  
Following Efficient Procedures  
Implementing Productive Meeting Strategies  
Living with Positive Expectancy  
Celebrating Your Success!

This program will help you communicate more effectively, deal with interruptions, and learn how controlling priorities will increase your productivity. You will become a team player, get the right people in the right roles with the right goals, as well as evaluate your attitudes and make productive behavioural changes. You will thrive in a learning environment by setting goals and achieving results.

## OTHER LMI DEVELOPMENT TOPICS

Leadership ■ Teamwork ■ Sales ■ Communication ■ Supervision ■ Strategic Management

[www.lmicanada.ca](http://www.lmicanada.ca)

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