

DEVELOP YOUR MANAGERS TO CREATE AN
HIGH PERFORMANCE ORGANIZATION THROUGH

EFFECTIVE PERSONAL PRODUCTIVITY (EPP)

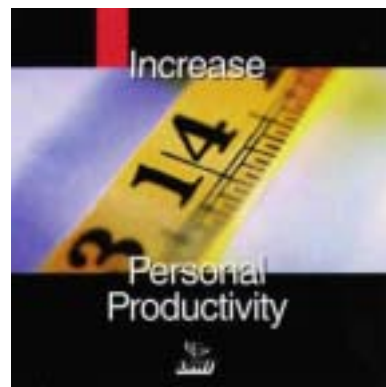
By Leadership Management International (LMI)

How do you ensure that your managers are productive?

As you promote managers in your organization, it is important that they have both the tools and the attitudes for personal and organizational productivity.

Effective Personal Productivity is designed to help increase productivity through goal-focused achievement, which ensures greater success and self-confidence.

Through our unique development process, participants internalize and practice a range of skills that allow them to be more effective in an organizational context.



Effective Personal Productivity will help you:

- ✦ Set goals and achieve results
- ✦ Increase productivity by controlling priorities
- ✦ Deal with interruptions
- ✦ Evaluate attitude and make productive behavioral changes
- ✦ Communicate more effectively
- ✦ Delegate responsibility and build motivation
- ✦ Become a team player

The process includes:

- ✦ Small group coaching session
- ✦ Program material and audio tapes
- ✦ Extensive goal setting with action planning
- ✦ Weekly feedback sheets with management mentoring
- ✦ 7-weeks process which allows implementation

This program will consist of not more than 8 participants per coaching group.

Content

Introduction	Success, Motivation, Conditioning – Purpose
Module 1	The Nature of Productivity
Module 2	Goals Achievement through Time Management
Module 3	Increasing Productivity through Controlling Priorities
Module 4	Improving Productivity through Communication
Module 5	Empowering the Team
Module 6	Increasing Productivity of the Team

Who Should Attend: This program is designed for managers who are taking on responsibilities within an organization and must deliver results for themselves and their team.

Coaches: Our international team of highly trained, multi-lingual consultants bring years of successful business experience, strong inter-personal skills and training expertise to help develop your leaders.



Leadership Management International (LMI) was established in 1966 to promote leadership development programs based on success motivation to corporations. These programs are available in over 60 countries in 23 languages.



LEADERSHIP INC is a performance improvement company based in Shenzhen and serving Greater China. We utilize proven facilitation and training techniques to deliver world-class organizational and leadership development

LEADERSHIP INC

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