

WORK SIMPLY: EMBRACING THE POWER OF PERSONAL AND PROFESSIONAL PRODUCTIVITY STYLE

Participants Will Also Gain Understanding About The Creation Of An Efficient Environment And Use Practical, Take Away Tools For Maximizing Personal And Professional Productivity.



Reach New Heights | Training & Consulting
An ISO 14001:2015 ISO 9001:2015 Certified Company



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Duration:
Five Days



Location:
TBD



Date:
TBD





Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients

BASED IN ABU DHABI
SINCE 2001
WE HAVE A PROVEN TRACK



VISION

"The only thing worse than being blind is having sight but no vision".

To be recognized as the partners' first choice in the field of Learning and Development locally and globally



MISSION

Enable our partners achieving their objectives

by designing innovative learning and development solutions which will boost people performance and business results as well.



VALUES

Driven by five core values which will form the basis for every decision...

- ✓ Result Orientation
- ✓ Partners' Success
- ✓ Passion
- ✓ Commitment
- ✓ Innovation

Why Us?

- 01 Interactive Engaging Courses
- 02 Recognized Certificates
- 03 Wide Range Of Training Subjects
- 04 Global Training Centers
- 05 In-House & Customized Courses
- 06 Internationally Certified Instructors
- 07 Advanced Reporting System



10,000 People Trained a Year, with 98% Satisfaction Rating

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won't keep the company 'up there'.



American Welding Society
EDUCATIONAL INSTITUTION MEMBER





COURSE INTRODUCTION

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The Supervisory Role Is Seen As The Backbone Of The Organisation; Hence, It Is Vital That Professional People In Charge Is Competent In Order To Ensure Overall Organisational Success. Effective Supervisors Increase Employee Motivation, Communicate Expectations, And Ultimately Increase Organizational Performance. Motivating Employees Toward Productivity And A Quality Work Life Requires A Thorough Understanding Of The Supervisor's Role As Coach And Counselor.

This 5-Day Boost Training Course Is Designed To Provide Participants With Strategies Essential For Them To Become A High Performer That Organizations Seek To Employ, Retain And Promote. Participants Will Also Gain Understanding About The Creation Of An Efficient Environment And Use Practical, Take Away Tools For Maximizing Personal And Professional Productivity.

OBJECTIVES

AT THE END OF THE TRAINING COURSE, PARTICIPANTS WILL BE ABLE TO:

- ✓ Recognise personality traits & apply strategies that will enhance personal & collaborative success.
- ✓ Manage conflict & apply interpersonal strategies that will generate productive outcomes.
- ✓ Apply basic tools and templates which instil creativity and innovation.
- ✓ Appraise current team performance & diagnose action to generate improvement.
- ✓ Synthesize ideas to construct an agenda for future personal leadership development.

TRAINING METHODOLOGY

This Training Course Is Designed To Be Interactive And Participatory, And Includes Various Learning Tools To Enable The Participants To Operate Effectively And Efficiently In A Multifunctional Environment. The Course Will Use Lectures And Presentations, Role Playing (Group Exercises), Experiential And Exposure To Real World Problems And Scenarios.





Course Outline

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THE POWER OF SELF

- ✓ Building the positive self-image
- ✓ Establishing empowering beliefs
- ✓ NLP and the power of optimism to create the future you deserve
- ✓ The power of pro-activity: the first competence on the road to excellence
- ✓ Psychological profiling : the science of personality and performance
- ✓ Professional competence: the added value you bring to the organisation



CREATING ORGANISATIONAL VALUE

- ✓ Prioritization and time management: focusing on the critical objectives
- ✓ Taking control: essential tips for personal productivity
- ✓ Transformational objectives: From SMART performance to SMARTER performance
- ✓ Leading productive meetings work: managing appreciating and utilizing diversity
- ✓ Leading meetings with creative flair: thinking differently for new answers
- ✓ Project management overview and fundamentals: first steps



ADDING VALUE THROUGH RELATIONSHIP AWARENESS

- ✓ Micro political conflict in organisations: the transactional analysis perspective
- ✓ Personality traits, behaviours and conflict management
- ✓ Relationship Awareness Theory: managing my personal response to conflict
- ✓ Managing without confrontation: assertive communications
- ✓ Preparing for effective negotiating: influence and the characteristics of world class negotiators
- ✓ Generating Productive Outcomes: the Agreement Box model of 'win- win'





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HARNESSING DIVERSITY AND CREATIVITY IN THE TEAM

- ✓ Valuing diversity: working with global, culturally diverse teams
- ✓ The value proposition afforded by High Performing Teams
- ✓ Avoiding dysfunctional performance
- ✓ Grounded theory: needs analysis evaluation of current performance
- ✓ Harnessing diversity for productive outcomes
- ✓ Aligning purpose, productivity and profitability



LEADING WITH INITIATIVE: BEING PROACTIVE

- ✓ Being proactive and capitalizing on opportunity
- ✓ Leading from where you are in the organisation: building credibility
- ✓ Emotional Intelligence and outcomes
- ✓ Leadership styles and organisational climate
- ✓ Building Trust: the 4 C model to engage and empower others
- ✓ Course review and commitment statement





Course Name

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PRODUCTIVITY STYLE**

T H A N K Y O U

For any clarification or information. Please do not hesitate to contact us

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