# Maximize Your Impact: Effective Personal Productivity Course

21 – 25 June 2027
Barcelona (Spain)



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## Introduction

Achieving high levels of personal productivity isnt a result of luck but the consequence of strategic planning, dedication, and intelligence. In this productivity course, youll gain the essential skills needed to become the high-performing professional organizations across all sectors are searching for. You will learn how to increase personal productivity, be more efficient, and hone your practical skills for professional success.

## Enhancing Personal Efficiency

In todays competitive workplace, knowing how to be efficient can make a significant difference in your career trajectory. This course provides personal productivity tips and integrates them into a cohesive long-term professional growth and effectiveness strategy.

## Target Groups

- Human Resources Staff
- Coordinators
- Employees across all departments and managerial levels

## Course Objectives

By the end of this productivity training for employees, you will be able to:

- Recognize the critical role personal responsibility plays in career success.
- Enhance your productivity with intelligent, fast, and effective work techniques.
- Utilize constructive methods to resolve conflicts.
- Become adept at negotiating win/win situations.
- Understand and embody the team concept, promoting effective teamwork.
- Display initiative and leadership from your current position.

## Targeted Competencies

- Teamwork and collaboration
- Leadership and initiative
- Communication skills
- Time management
- Negotiation skills

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## Course Content

### Unit 1: Personal Accountability, Taking Full Responsibility

- Understand personal responsibility and its scope.
- Identify ways personal responsibility may have been avoided.
- Assess your readiness to embrace personal responsibility.
- Acknowledge the breadth of choices available to you.
- Take ownership of your lifes outcomes.
- Find empowerment in accepting responsibility.
- Recognize your personal powers boundaries and limits.

### Unit 2: Personal Productivity: Demonstrating Value-Added

- Manage time effectively to prioritize critical results.
- Set goals extending beyond traditional S.M.A.R.T criteria.
- Master project management for daily efficiency.
- Conduct productive meetings as a leader or participant.
- Utilize quick and effective decision-making and problem-solving.
- Learn effective project management steps and guidelines.
- Develop work habits that skyrocket personal efficiency.

### Unit 3: Conflict Resolution: The Road to Win-Win

- Define unhealthy conflict and ways to avoid it.
- Explore and apply different conflict management styles.
- Use a model to tailor responses in conflict situations.
- Assess your default conflict resolution styles.
- Apply a three-step model for conflict resolution.
- Adapt your conflict style for better future outcomes.
- Master collaborative negotiation for win-win scenarios.

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## Unit 4: Teamwork, A Blueprint for High Performance

- Understand the team concept and how to enhance teamwork.
- Identify the elements of High-Performance Teams.
- Differentiate between types of teams in organizations.
- Learn about team development stages and dynamics.
- Recognize team member styles for improved cooperation.
- Develop superior teamwork skills.
- Encourage proactive teamwork in your workplace.

## Unit 5: Taking the Initiative: Look for Leadership Opportunities

- Recognize the value of initiative and leadership to organizations.
- Lead effectively regardless of your position.
- Absorb fundamental principles of effective leadership.
- Implement actionable leadership behaviors.
- Identify moments to lead among colleagues and higher-ups.
- Gain practical skills for leading project teams.
- Learn to delegate, even if youre not managing others.

This efficiency training program is available for productivity certification and incorporates executive productivity tools, time management, and productivity training to offer a holistic learning experience.