



High-Impact Productivity and Performance Specialist Training Course

Ref: #PRO3500



Course Introduction / Overview:

This course provides a comprehensive framework for transforming both individual and organizational effectiveness. In today's fast-paced corporate environment, the ability to maximize output while maintaining high-quality standards is no longer a luxury but a necessity for survival and growth. This program moves beyond superficial time-management tips to instill a deep-seated culture of high performance and continuous improvement. Drawing on foundational management principles from thinkers like Peter Drucker, who famously stated that "efficiency is doing things right; effectiveness is doing the right things," this course bridges the gap between activity and achievement. Participants will explore concepts from influential works such as David Allen's "Getting Things Done," learning to build robust systems for managing workflow and reducing cognitive load. BIG BEN Training Center has designed this immersive experience to equip professionals with the strategic tools, psychological insights, and leadership skills required to drive measurable results, optimize resource allocation, and foster a proactive, goal-oriented mindset across their teams and departments. It is an intensive journey into the mechanics of what makes individuals and organizations truly productive and successful.

Target Audience / This training course is suitable for:



- Team Leaders and Supervisors.
- Department Managers and Directors.
- Project Managers and Program Coordinators.
- Human Resources Professionals.
- Operations and Process Improvement Specialists.
- Entrepreneurs and Business Owners.
- Any professional seeking to enhance personal and team effectiveness.

Target Sectors and Industries:

- Information Technology and Telecommunications.
- Banking, Finance, and Insurance Services.
- Healthcare and Pharmaceutical sectors.
- Manufacturing and Engineering.
- Consulting and Professional Services.
- Retail and Consumer Goods.
- Government and Public Sector Organizations.

Target Organizations Departments:

- Human Resources and Talent Development.
- Operations and Supply Chain Management.
- Project Management Office (PMO).
- Sales and Business Development.
- Customer Service and Support.
- Finance and Administration.
- Information Technology.

Course Offerings:



By the end of this course, the participants will have able to:

- Develop a robust personal productivity system to manage priorities and workflow.
- Implement advanced time management and focus-enhancement techniques.
- Design and track meaningful Key Performance Indicators (KPIs) for individuals and teams.
- Apply goal-setting frameworks like Objectives and Key Results (OKRs) to drive strategic alignment.
- Master the art of effective delegation and team empowerment.
- Analyze and optimize existing workflows for maximum efficiency and reduced waste.
- Foster a culture of accountability and continuous improvement within their teams.
- Utilize feedback mechanisms to enhance performance and professional growth.
- Manage workplace stress and prevent burnout to ensure sustainable performance.

Course Methodology:



The training methodology at BIG BEN Training Center is built on a foundation of active learning and practical application to ensure that skills are not just learned but mastered. This course utilizes a blended approach that combines expert-led instruction with highly interactive and participatory activities. Participants will engage in dynamic group discussions, collaborative problem-solving exercises, and in-depth case study analyses drawn from real-world business scenarios. A significant portion of the training is dedicated to hands-on workshops where attendees can apply concepts like workflow optimization and KPI development to their specific professional contexts. Role-playing sessions will be used to practice crucial skills such as providing constructive feedback and effective delegation. Each participant will receive personalized coaching and feedback from the instructor to facilitate growth and address individual challenges. This immersive and supportive learning environment ensures that attendees leave with not only new knowledge but also the confidence and practical ability to implement high-impact productivity and performance strategies immediately upon returning to their workplace.

Course Agenda (Course Units):

Unit One: The Foundations of High-Impact Productivity



- The psychology of productivity and performance.
- Conducting a personal productivity audit.
- Overcoming common productivity barriers and procrastination.
- Developing a high-performance mindset.
- Understanding the link between energy management and output.
- The principles of deep work and focused attention.
- Setting the stage for sustainable habit formation.

Unit Two: Advanced Time and Task Management Strategies

- Mastering prioritization with the Eisenhower Matrix and Pareto Principle.
- Implementing the Pomodoro Technique for focused work sprints.
- Applying the Getting Things Done (GTD) methodology for workflow control.
- Techniques for effective calendar management and scheduling.
- Managing digital distractions and information overload.
- Batching similar tasks to improve cognitive efficiency.
- Planning and executing effective meetings.

Unit Three: Driving Performance with Goals and Metrics

- The principles of effective goal setting with the SMART framework.
- Implementing Objectives and Key Results (OKRs) for strategic alignment.
- Developing meaningful Key Performance Indicators (KPIs).
- Creating performance dashboards to visualize progress.
- Conducting effective performance review meetings.
- Aligning individual goals with departmental and organizational objectives.
- Using data to drive performance-related decisions.

Unit Four: Optimizing Team and Workflow Efficiency



- Principles of effective delegation and empowerment.
- Streamlining communication channels for clarity and speed.
- Mapping and analyzing existing team workflows.
- Identifying and eliminating bottlenecks and wasteful activities.
- Introduction to Lean and Agile principles for non-technical teams.
- Leveraging technology and productivity tools for collaboration.
- Facilitating productive team brainstorming and problem-solving sessions.

Unit Five: Cultivating a Sustainable High-Performance Culture

- The leader's role in modeling productive behaviors.
- Building systems for constructive and continuous feedback.
- Strategies for managing stress and preventing team burnout.
- Fostering psychological safety to encourage innovation and accountability.
- Leading change initiatives for process and performance improvement.
- Recognizing and rewarding high performance effectively.
- Developing a personal action plan for continuous professional development.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:



Beyond individual techniques, how can an organization systemically dismantle the cultural barriers that inhibit a genuine high-performance environment?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by adopting a holistic and strategic framework that transcends conventional time management training. While many programs focus narrowly on individual tips and software tools, this curriculum integrates personal productivity with the broader context of team dynamics, workflow optimization, and organizational culture. It addresses the critical link between an individual's efficiency and the strategic objectives of the entire enterprise, teaching participants not just how to be busy, but how to be effective in roles that contribute directly to the bottom line. The emphasis is on building sustainable systems and a high-performance mindset rather than offering temporary fixes. Furthermore, the course content is deeply rooted in established management principles while incorporating contemporary approaches like OKRs and Agile concepts for the modern workplace. By focusing on the "why" behind performance—the psychological drivers, the cultural enablers, and the strategic imperatives—it equips leaders and professionals with the sophisticated skills needed to architect a truly productive environment, making it a strategic investment in organizational capability, not just a personal efficiency upgrade.