

# Completely Organised Efficiency Program

Increase Your Efficiency in 4 Easy Steps



*“Being organised is **NOT** a personality trait, it is a learnt behaviour.”*

## Program Overview

Lack of organisational skills can destroy your productivity. At last - a program to help you get better organised, efficient and effective. So your desk may have less paper on it but what does your Outlook inbox look like? This unique course includes some one-on-one time with the trainer; giving you an opportunity to work through your own specific challenges.

**Duration:** 1 day in the training room, plus three 30 to 45 minute follow up coaching sessions (face to face/ phone/ Skype)

## Who should attend?

Is your workday often chaotic and unproductive? Does your task list get out of control? Do you struggle with volume of emails, phone calls, interruptions, meetings and unfinished projects? Then this program is for you...

## The program is suitable for...

- all staff, including Leaders in any industry
- Graduates and new staff as part of their induction
- organisations that have downsized or restructured
- people who have less time to do more

*The Efficiency Program really changed my life at a professional and personal level in a very real way. All staff should attend.*

**Toni, Comcare**

## During the program you will learn how to...

- Establish a productive and less cluttered workspace
- Use existing tools to manage your email, tasks and calendar
- Recognise and manage what's urgent and what's important
- Identify your 'high payoff' activities and delegate low priority activities
- Deal with competing priorities and maintain order during times of high stress
- Work with disorganised colleagues
- Keep yourself and your team organised
- Get things done by planning, prioritising and combating procrastination
- How to be proactive not reactive
- Increase your efficiency by communicating assertively
- How to work with disorganised colleagues

## By the end of the program you will be able to...

- Plan your day by reviewing, scheduling and prioritising
- Manage complex tasks effectively and achieve priorities
- Focus on what's important not what's urgent
- Use your calendar to book appointments, plan time and record events
- Understand and maximise peak energy time
- Manage email, phone, interruptions and procrastination
- Feel more 'in control' of your working environment
- Communicate more assertively
- Make the most of meetings
- Establish and maintain new habits



The program can be tailored to suit your requirements

## Program format

The program can be run in a number of different ways depending on your requirements and can be tailored to suit particular work environments and situations in your organisation. This unique program includes a full day workshop and one-on-one coaching time with an expert coach, giving you an opportunity to work through your own specific challenges. The course component is interactive with group activities, role plays and in depth discussion. During the group training session participants are encouraged to develop and work on an action plan which can be used during their coaching sessions.

At the conclusion of the workshop, each participant returns to work and implements the strategies presented in the workshop. A time is set with each participant for a personal efficiency coaching session. The coaching sessions are conducted at the participant's desk/office or via Skype or phone and set at a time convenient for them. Each participant can choose to focus on whatever their needs are - organising their inbox/documents, reducing clutter, systemising their processes, being more assertive, managing their time or any other efficiency issue they have. We recommend a minimum of three follow up coaching sessions for each individual - set on a fortnightly basis.

As half of the program is delivered as coaching the individual finds that they are not away from their work tasks for too long and the impact to their productivity is minimised.

**This hands-on approach reinforces measurable and sustainable changes to their work environment.**

## What's included

- Group training session + 3 or 6 onsite personal efficiency coaching sessions per participant.
- A pre program questionnaire which is designed to assist you in receiving the best outcome and return on investment from your training.
- A post program report detailing the measure of improvement experienced by each participant.
- Participants complete a pre and post course survey to determine individual needs and measure improved efficiencies.
- Professional facilitation by expert and engaging trainers/ coaches
- A comprehensive workbook (hard or soft copy), a tips booklet, motivational cards, a DISC behavioural profiling assessment and access to our online toolkit. (for each participant)
- High level of discussion, role plays, case studies and videos
- Certificate of Achievement (for each participant)

## Why it works

Participants apply the program's methodology to the way they work over the time of the coaching period in which time the behaviours are successfully built for each individual. The results are instant and measurable. We measure and assess the improvements that each participant makes with surveys, questionnaires and coaching and as a result the client is able to clearly see their Return on Investment. Our clients have found that following the program they have achieved up to **30% improvement in productivity** from their people. Effectively, the program **delivers an extra 1.5 hours per person per day.**



We have run the Efficiency Program many times since 2009 and the feedback from the participants is always excellent!

Siobhan, Foxtel

## Details

- The minimum number required to run the Program is 8 participants per group.
- We deliver an appropriate program depending on the participants attending – we have a program suited for General Staff and a program suited for Managers.
- We can also tailor to suit your requirements and can also develop a program for individuals or groups around specific contexts or to compliment one of your existing training programs.



For further information contact us on **1300 783 987** or email **[info@sardengroup.com.au](mailto:info@sardengroup.com.au)**

## Efficiency Coaching Session

If coaching is all you require, we can conduct individual or group on site coaching sessions for your staff. All of our Executive Coaches are highly experienced and hold qualifications in Counselling Psychology and HRM. They are able to think critically and offer personalised creative solutions for each client. Our coaches will enable you and your people to set realistic goals and take actions that ensure sustainable behavioural changes.

### Individual or Group Efficiency Coaching

- Targets specific efficiency issues or performance issues
- Achieves corporate goals by focusing on what's important not what's urgent
- Enables participants to plan, set and achieve goals. Participants are then able to manage competing priorities effectively.

The hourly sessions are conducted either on a fortnightly or monthly basis. Three to twelve sessions are recommended in order for a behavioural or performance shift to occur. The sessions are customised to the individual or to the organisation's needs and we also have a phone coaching options for client's who do not require onsite coaching.

### Executive Coaching

- Targets specific development needs of individuals
- Reduces off-the-job time and retains productivity levels
- Allows a participant to discuss their current challenges and agree on a plan of action

Six to twelve hourly sessions are recommended and can be conducted either onsite, via phone, via Skype or a combination of the above. The sessions are customised to the individual's needs.

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