

WORKING SMARTER NOT HARDER



Management & Leadership Course

LEARNING OUTCOMES

- Take ownership of their workload and apply effective self-management techniques to improve performance.
- Plan, prioritise, and organise tasks to achieve greater productivity and work-life balance.
- Implement smarter working methods to reduce inefficiencies and manage information overload.
- Recognise personal working styles and strengths to develop a tailored system for effective work habits.
- Communicate clearly and assertively to enhance collaboration and interpersonal effectiveness.
- Create a practical action plan to sustain smarter working practices in their daily role.

COURSE OVERVIEW

Feeling overwhelmed by constant meetings, endless emails, and competing priorities? This practical one-day workshop provides tools and techniques to help you take control, boost productivity, and achieve better results with less stress. Through interactive exercises and group discussions, participants will explore time management, communication skills, and working styles to identify ways to improve their efficiency and collaboration. By the end of the session, you'll have practical strategies and a personalised plan to work smarter, not harder.

TOPICS COVERED IN THIS COURSE

Personal Accountability

Take ownership of your workload and develop habits that promote self-management and proactive working.

Leveraging Strengths and Working Styles

Reflect on your natural strengths and preferences to design a personal productivity system that works for you.

Effective Planning and Organisation

Improve your ability to prioritise, plan, and structure your time for maximum productivity and balance.

Assertive Communication

Develop clear and confident communication strategies that enhance collaboration and interpersonal effectiveness.

Smarter Working Practices

Apply practical techniques to streamline daily tasks, reduce inefficiencies, and focus on high-impact activities.

Focus and Energy Management

Learn to manage distractions, maintain motivation, and protect your time for the work that matters most.

Managing Information Overload

Analyse existing challenges around emails, meetings, and interruptions, and adopt new strategies to stay in control.

Action Planning for Lasting Change

Create a personalised plan to apply smarter working principles in your day-to-day role.