



Arabian Institute For Training

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# Five Productivity Traits for Optimal Results

## Why Attend

- Resources are fewer, jobs are more demanding, and competition for a place on the high performers wall of fame is fiercer. In order to thrive in the current working environment and develop a winning edge in the labor market, understanding the formula for becoming a super performer becomes a necessity rather than a nice to have option.
- The aim of this course is to provide you with proven practical tools that will allow you to establish yourself as a top performer. This course explains the multiplicative nature of productivity while also taking you through a deep dive into the 5 essential elements of top performers. By successfully completing this course, you will have developed a clear map that can guide you towards scoring 100% on the productivity formula.

## Course Methodology

- The workshop is designed to be interactive and participatory. It includes various pedagogical tools to enable participants to function effectively and efficiently in a multilateral environment. The course will be built on four pedagogical pillars: concept learning (presentations by the consultant), role playing (group exercises), experience sharing (round-table discussions) and exposure to case studies and scenarios.

## Course Objectives

By the end of the course, participants will be able to:

- Explain the SUPER productivity formula and its multiplicative nature
- Adopt short and long-term activities that allow them to continuously develop towards skills master
- Master the techniques that avail uninterrupted focus time at work
- Establish trust based relationships with key people to ensure high responsiveness
- Manage their physical energy on a daily basis to maintain consistently high levels of performance
- Adopt a mindset of organizational relevance to invest resources into what matters most for the organization

## Target Audience

- This course is targeted at employees, supervisors, and middle managers seeking to optimize their productivity through a rigorous and systematic approach.
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## Target Competencies

- Performance optimization
- Self development
- Time management
- Prioritization
- Building rapport
- Influencing others
- Building trust
- Optimizing colleagues responsiveness
- Managing personal energy
- Goals alignment

### The SUPER formula for top performers

- Characteristics distinguishing a top performer
- The personal benefits of being a top performer
- The 5 elements of top performance:
  - Skills
  - Uninterrupted time
  - People
  - Energy
  - Relevance
- The productivity formula –  $S \times U \times P \times E \times R = \% \text{ of performance}$
- The multiplicative nature of the productivity formula
- Top performance as a choice

### Skills mastery – The 1st element

- Defining mastery – good is the enemy of great!
- Kaizen – the continuous improvement principle
- Strategies to reach mastery level in your area of expertise
- Indicators that you have become a skill master
- The conscious competence learning matrix
- How to lead yourself towards mastery in the absence of a leader

### Uninterrupted time for optimal focus – The 2nd element

- The focus curve – time segments do not add up
- Evaluating the myth of multitasking
- De-focusers: how and why people lose focus
- Fighting procrastination
- Effectively managing internal and external interruptions for optimal focus
- What to focus on – the time matrix revisited for a technology-based generation

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## People responsiveness – The 3rd element

- The chain effect – no one task is done solely by one person
- The relationship matrix – identifying key people for your optimal performance
- The benefits of optimizing responsiveness of key people
- Turning key people at work into success partners
- The responsometer – practical tool to measure and improve people responsiveness at work
- Establishing trustworthiness – the core four
- Integrity
- Intent
- Capabilities
- Results
- Doing the right things the right way
- Understanding how people develop trust
- Effective behaviors for gaining people trust

## Personal energy management – The 4th element

- Physical energy as fuel for performance
- Top 10 bad energy habits
- Most famous energy drainers
- Red alerts your body tells
- Upgrading your energy engines

## Activity relevance for goals alignment – The 5th element

- Defining corporate relevance
  - Avoiding the frustration of busyness – seeking alignment
  - Developing your relevance compass
  - Put your tasks to the relevance test
  - Reaching a consensus on your time matrix with your boss
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