



*Training Course:
Effective Personal Productivity*

*1 - 5 March 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Effective Personal Productivity

Training Course code: PS1011 From: 1 - 5 March 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

High productivity at work is never an accident. It is the result of the practical skills and strategies you will learn in this program, along with your commitment to personal improvement, hard work, and intelligence. You will learn how to become the type of rare high performer that organizations of all kinds and sizes say they desperately need and look to hire, retain, and promote.

Course Objectives

By the end of this program, participants will be able to:

- Develop a strong sense of personal accountability and ownership of results
- Improve productivity through effective time and priority management
- Apply practical techniques for goal setting and achieving measurable outcomes
- Enhance decision-making and problem-solving skills in the workplace
- Understand and apply conflict resolution strategies for win-win outcomes
- Build and contribute to high-performance teams
- Strengthen teamwork, collaboration, and interpersonal effectiveness
- Demonstrate initiative and proactive behavior in professional settings
- Apply basic leadership principles regardless of job title
- Increase overall performance and value contribution within the organization

Target Audience

This course is suitable for:

- Employees at all levels seeking to improve productivity and performance
- Team members who want to develop leadership and initiative skills
- Supervisors and Team Leaders
- Junior and Mid-level Professionals
- Administrative and Project Staff
- Individuals preparing for leadership roles
- Anyone aiming to become a high performer in their organization

Course Outlines

Day 1: Personal Accountability - Taking Full Responsibility

- Learn the meaning and nature of personal responsibility
- Understand how individuals avoid taking responsibility
- Assess your willingness to accept accountability
- Identify the choices available in your life and work
- Take ownership of your results and outcomes

- Understand the power and freedom of responsibility
- Recognize the extent and limits of personal influence

Day 2: Personal Productivity - Demonstrating Value-Added

- Manage time and priorities to achieve results
- Set goals beyond traditional S.M.A.R.T. methods
- Apply project management skills to daily tasks
- Improve meeting effectiveness as leader or participant
- Develop fast and effective decision-making skills
- Learn structured problem-solving techniques
- Adopt productive work habits to increase efficiency

Day 3: Conflict Resolution - The Road to Win-Win

- Define unhealthy conflict and how to avoid it
- Understand the five conflict management styles
- Apply models for handling conflict situations
- Identify your personal conflict style
- Practice a three-step conflict resolution model
- Adapt your approach to different conflict scenarios
- Learn collaborative negotiation techniques

Day 4: Teamwork - A Blueprint for High Performance

- Understand the concept of effective teamwork
- Identify the elements of high-performance teams
- Learn about different types of teams
- Understand stages of team development
- Explore group dynamics and team behavior
- Identify and optimize team member strengths
- Develop essential teamwork and collaboration skills

Day 5: Taking the Initiative - Leadership in Action

- Understand why initiative is highly valued in organizations
- Learn how to lead from any position
- Apply key leadership principles in daily work
- Practice leadership behaviors for immediate impact
- Know when and how to lead peers and superiors
- Develop skills to lead project teams
- Apply delegation techniques even without formal authority

Registration form on the Training Course: Effective Personal Productivity

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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