

# informatelch



PLANNING AND STRATEGY MANAGEMENT | COURSE

# Innovation & Productivity in the Workplace

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# Course content

## Why Attend

### Course Introduction

Professionals will cultivate highly productive relationships that foster successful interactions with colleagues, driving the dynamic innovation and productivity essential in today's global market.

This course is designed to help you develop strategies aligned with your commitment to personal growth, positioning you as the standout high performer that organizations seek to hire, retain, and promote.

Targeted at ambitious professionals, this course provides a structured agenda to enhance your personal productivity, build a strong professional reputation, and apply innovative work practices.

By participating, you will gain insights into your strengths and unlock your full managerial leadership potential, setting the stage for greater career success and advancement.

## Course Objectives

By attending this training course, you should achieve these goals:

- Recognise Individual Personality Traits & Apply Strategies for Success
- Appreciate the Components of Conflict & Apply Interpersonal Strategies That Will Generate Productive Outcomes
- Apply Basic Tools and Templates Which Install Basic Project Management Practice Skills
- Appraise Current Team Performance & Diagnose Action to Generate Improvement
- Appreciate the Value That Initiative Has in the Leadership Role & Synthesize Ideas to Construct an Agenda for Future Personal Leadership Development

### Who should Attend?

This training course is suitable for middle and senior managers who have responsibility for divisional or organizational success, as well as consultants and professionals who support them. For example:

- Professionals at All Levels Seeking to Improve Their Personal Skills
- Professionals Wishing to Enhance Their Reputation and Credibility



# Course content

## Course Objectives

- Professionals Seeking a 'Refresher' Course to Enhance Their Relationship Skills
- Employees Identified as 'High Potential' or 'Fast Track' Management Candidates
- Employees Seeking Supervisory or Managerial Positions

## Course outline

### Day One: The Power of Self

- Building the positive self-image
- Establishing empowering beliefs
- NLP and the power of optimism to create the future you deserve
- The power of proactivity: the first competence on the road to excellence
- Psychological profiling : the science of personality and performance
- Professional competence: the added value you bring to the organisation

### Day Two: Creating Organisational Value

- Prioritization and time management: focusing on the critical objectives
- Taking control: essential tips for personal productivity
- Transformational objectives: From SMART performance to SMARTER performance
- Leading productive meetings work: managing appreciating and utilizing diversity
- Leading meetings with creative flair: thinking differently for new answers
- Project management overview and fundamentals: first steps

### Day Three: Adding Value through Relationship Awareness

- Micro political conflict in organisations: the transactional analysis perspective



# Course content

## Course outline

- Personality traits, behaviours and conflict management
- Relationship Awareness Theory: managing my personal response to conflict
- Managing without confrontation: assertive communications
- Preparing for effective negotiating: influence and the characteristics of world class negotiators
- Generating Productive Outcomes: the Agreement Box model of 'win- win'

## Day Four: Harnessing Diversity and Creativity in the Team

- Valuing diversity: working with global, culturally diverse teams
- The value proposition afforded by High Performing Teams
- Avoiding dysfunctional performance
- Grounded theory: needs analysis evaluation of current performance
- Harnessing diversity for productive outcomes
- Aligning purpose, productivity and profitability

## Day Five: Leading with Initiative: Being Proactive

- Being proactive and capitalizing on opportunity
- Leading from where you are in the organisation: building credibility
- Emotional Intelligence and outcomes
- Leadership styles and organisational climate
- Building Trust: the 4 C model to engage and empower others
- Course review and commitment statement



# Seminar dates

## Available seminar dates

Live dates and pricing for Innovation & Productivity in the Workplace generated from the course details page.

| Date                  | Location                | Format    | Fee      |
|-----------------------|-------------------------|-----------|----------|
| 3 - 7 August 2026     | Munich - Germany        | Classroom | €3,450.- |
| 7 - 11 September 2026 | Paris - France          | Classroom | €4,500.- |
| 12 - 16 October 2026  | Rome - Italy            | Classroom | €4,250.- |
| 9 - 13 November 2026  | Kuala Lumpur - Malaysia | Classroom | €2,250.- |
| 14 - 18 December 2026 | Rome - Italy            | Classroom | €4,250.- |
| 3 - 7 August 2026     | Paris - France          | Classroom | €4,500.- |
| 7 - 11 September 2026 | Frankfurt - Germany     | Classroom | €3,250.- |
| 12 - 16 October 2026  | London - U.K            | Classroom | €4,200.- |
| 9 - 13 November 2026  | Barcelona - Spain       | Classroom | €3,850.- |
| 14 - 18 December 2026 | Rome - Italy            | Classroom | €4,250.- |

### Live online option

Online delivery is available at €1,850.-.