Effective Personal Productivity

LMI®
LEADERSHIP MANAGEMENT® UK

Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.

Paul J. Meyer

Getting more done doesn't need more time, it just needs a change in attitude and habit

The best leaders are not born, but shaped by experience; their own and those they turn to for guidance in their formative years.

Organisations today face different challenges than in the past, but the need for strong leaders, who show the best course by example, remains the same. You and your people have the necessary potential to be leaders and we will help you nurture the talent within.

LMI programmes deliver the permanent change in attitudes and behaviours that will enhance leadership abilities, whilst increasing productivity and effectiveness.

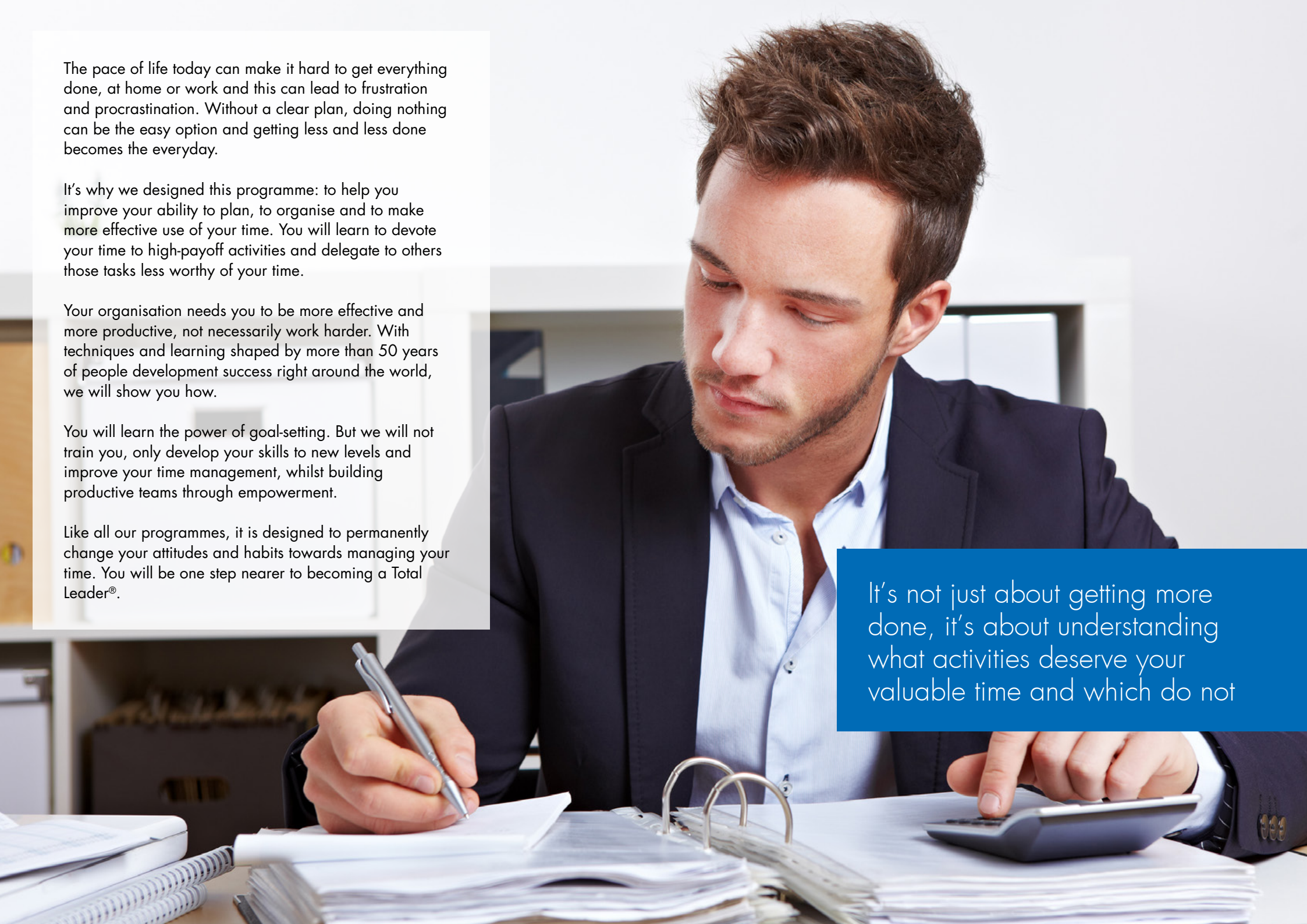
The pace of life today can make it hard to get everything done, at home or work and this can lead to frustration and procrastination. Without a clear plan, doing nothing can be the easy option and getting less and less done becomes the everyday.

It's why we designed this programme: to help you improve your ability to plan, to organise and to make more effective use of your time. You will learn to devote your time to high-payoff activities and delegate to others those tasks less worthy of your time.

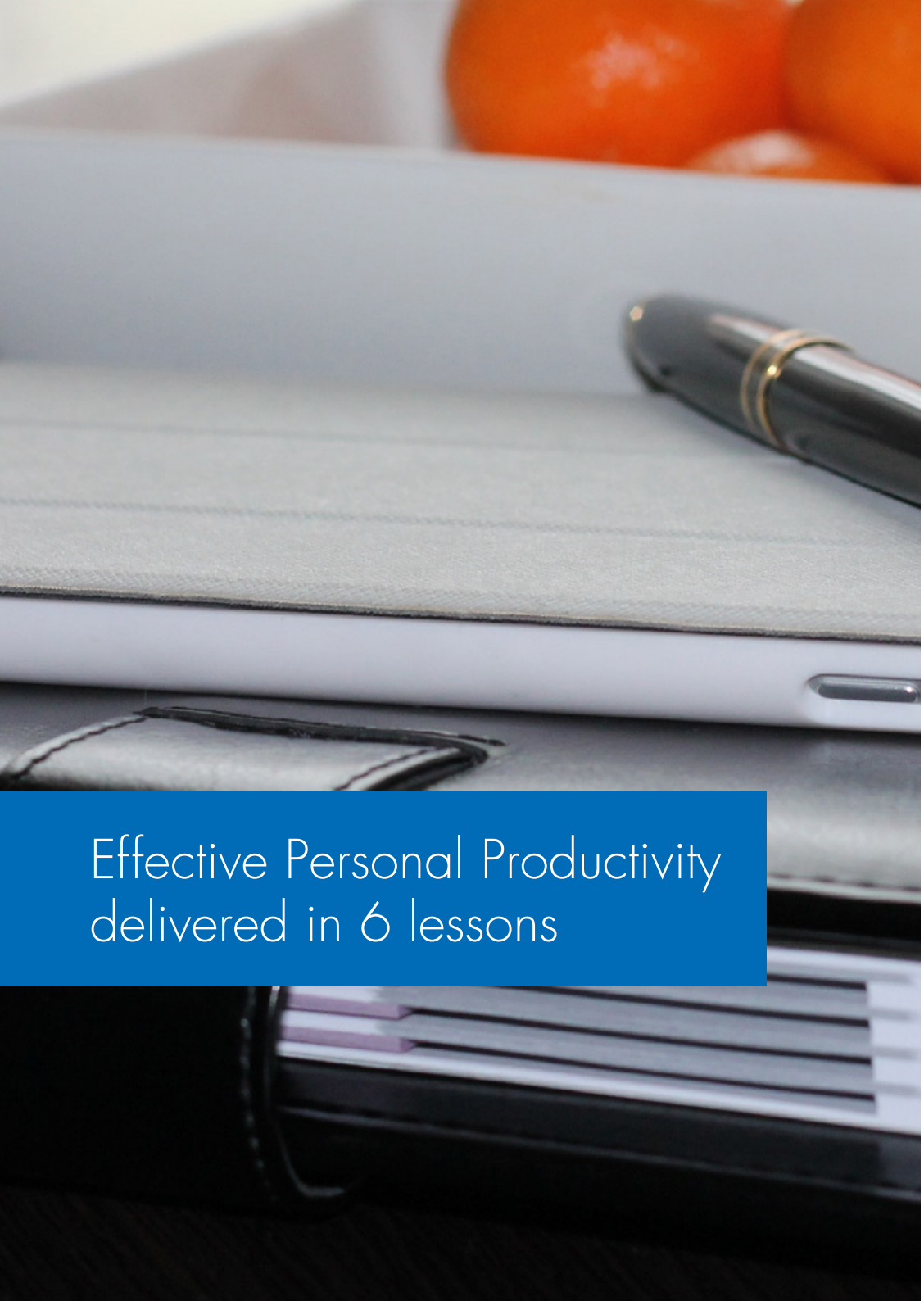
Your organisation needs you to be more effective and more productive, not necessarily work harder. With techniques and learning shaped by more than 50 years of people development success right around the world, we will show you how.

You will learn the power of goal-setting. But we will not train you, only develop your skills to new levels and improve your time management, whilst building productive teams through empowerment.

Like all our programmes, it is designed to permanently change your attitudes and habits towards managing your time. You will be one step nearer to becoming a Total Leader®.



It's not just about getting more done, it's about understanding what activities deserve your valuable time and which do not



Effective Personal Productivity delivered in 6 lessons

What's productivity? 1

The first lesson helps you understand what productivity is and how to benchmark your own personal productivity. Recognising the rewards of improving productivity, we will help you change your attitude to planning and goal-setting, as well as identifying and utilising high-payoff activities to get more done.

Managing time 2

Improving your self-image, whilst developing personal and organisational goals is the focus of the second lesson. Once you understand how the goal-setting process works and the power of written goals, you will learn to find time to plan and set goals, as well as learning the power of affirmation and visualisation.

Controlling priorities 3

This lesson will show you how to set priorities in all areas of life to help restore balance. You'll learn to deal with interruptions, handle emergencies and drop-in visitors as you become ever more efficient and productive. We'll also show you how to manage communications and importantly, how to say no.

Communicate better 4

Improved productivity requires effective communication and we'll show how to empathise with others, clarify with questions and listen for the total message. You'll learn tips for speed reading, writing for impact and communicating with groups, whilst using technology efficiently and effectively.

> *"A leader leads by example, whether he intends to or not."*
>
> John Quincy Adams

Team empowerment 5

For those with teams to make more productive, you'll learn to overcome the fear and embrace the benefits of empowerment. Again, we will explain how to change attitudes and how to develop teams through delegation and the different levels available.

Team productivity 6

Finally, you will learn how to create a learning environment, to help get the most from your team. We'll show how to instil positive expectancy and demonstrate strategies for training, combined with efficient procedures to ensure any team will increase productivity.

Results guaranteed

It's important to stress that we do not train people, but develop them. Our programmes are designed to nurture the talent within individuals and change for the better, the way people act, behave and think. Permanently.

Our approach to personal productivity development allows busy people to understand what we're doing, why we are doing it and the benefits they can expect by completing one or all of our programmes on their route to becoming the Total Leader® their organisation needs.

Time to change

LMI programmes are goal-orientated, for both the business and personal aspects of life. We believe permanent change takes time and that's why our programmes are delivered over weeks, not weekends. This approach delivers measurable results, with a quantifiable return on your investment.

Spaced repetition

We have utilised spaced repetition to improve retention of learning for more than 50 years and is central to the results our programmes deliver. Participants in our programmes tell us ideas that are not immediately clear, become more so as they progress through the programme.

Multi-sensory learning

LMI programmes deliver maximum impact because they appeal to more of an individual's senses. Learning by reading lessons and writing notes is supported by listening to audio files of the same lessons, which not only add to the convenience, but improve retention.

Coaching and Facilitation

Group discussion or interaction with the programme facilitator is followed by a requirement to write out action steps, plans, goals, etc. We encourage hand writing rather than keystrokes to improve retention of important information and help the process of changing attitudes and behaviours.

Process Management and Feedback

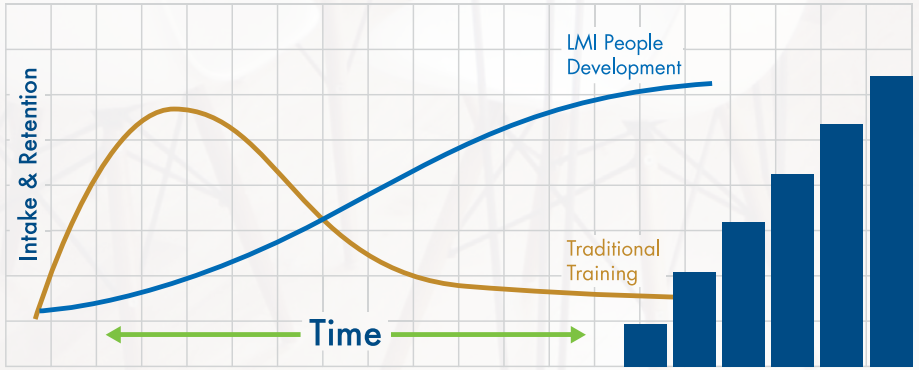
To put everything learned into context, each lesson closes with an Application and Action section, designed to stimulate discussion of the lesson and gain personal insights from participants.

We include Plans for Action to help programme participants turn everything learned in a lesson into productive habits as they start transforming themselves into a better, more capable leader and manager.

Halfway through and at the end of the programme, an evaluation is conducted to review progress and results. At the end of the programme, a final graduation presentation is given by the participant.

Next Steps

We work hard to deliver tangible personal and business results for our clients. In an increasingly competitive world, perhaps it's time you invested in your future, nurtured the talent within you or within those that will make a difference to the future of your organisation?



The Total Leader®

The world is getting smaller and growing global economies have created a more competitive commercial environment that ensures organisations now demand more from their leaders. Recognising the need to develop more effective leaders, we created our Total Leader® concept.

Our dynamic and innovative development process is designed to magnify your potential and nurture the talent within to help you be the leader your organisation needs today and in the future.

In addition to Effective Personal Productivity, our programmes address three critical areas of your personal development that you must master before you can consider yourself a total leader.

Effective Personal Leadership

Personal motivation and self-image are key to how you perform, respond and ultimately lead others; it is the core of an individual's character.

Our training will help realise your personal leadership potential by building upon your existing strengths and improving how you see yourself.

You will learn to make more successful choices by overcoming past conditioning and increase self-motivation by changing attitudes, behaviours and habits that have held you back.

Effective Motivational Leadership

The natural ability to lead and motivate others is rare and for most will need to be developed and enhanced with new skills.

We'll help you and your team understand what it takes to become an effective motivational leader and develop and communicate a vision for the future.

You will create winning teams that can evolve with the business world and promote growth and advancement, whilst establishing an organization of leaders.

Effective Strategic Leadership

The ability to define and develop the purpose of the organization, determine its key strategies, select the right people for the right roles, and oversee the processes required to achieve success.

Our programme will help you clarify your strategic purpose, the very reason you exist and complete a comprehensive strategic assessment to recognise where you stand now.

You will also learn to create your strategic development plan and implement your strategic execution with a renewed focus and energy.