

Personal Performance Improvement

Summary

In this highly interactive program participants learn to manage their priorities and work flow more effectively. They are then provided with the tools and a process to apply the ideas covered in this workshop series in a practical way. The program utilizes sequenced application to tangible goals and mentoring provided by a designated performance improvement coach. Each Module is 3-4 hours in length.

Pre-work

Each participant will receive a Personal Performance Improvement workbook, delivered prior to Session One.

- Complete pre-course assessment
- Establish overall performance improvement goal and tracking method
- Establish mentor/coach relationship
- Establish weekly meeting schedule

Module One: Effective Personal Management

- Receive individual personal planning system
- Examine the Tyranny of the Urgent
- Establish High Impact Activities
- Begin the process of monthly planning
- Learn to use a goal setting blueprint
- Begin the process of daily planning and prioritizing

Module Two: Keys to Personal Performance Improvement

- Evaluate how you are currently using your time
- Define barriers to effective time management
- Learn the difference between important and urgent
- Learn to schedule time for the important
- Set professional goals to guide your use of time
- Establish a systematic approach to managing daily events

Module Three: Keys to Effective Communication

- Learn about people's perceptions and viewpoints and how they differ
- Master the basics of face-to-face communication
- Define "one-way" and "two-way" communication
- Learn to understand and improve your skill in listening

Module Four: Setting Goals and Keeping Score

- The importance of setting goals and tracking your performance
- Learn the building blocks of scorekeeping
- Identify your team's key result areas
- Establish metrics in each of your key result areas
- Assess your current performance
- Set goals in each of your key result areas
- Evaluate your feedback system

Each participant will receive the following materials:

- Workshop binder with Pre-work packets
- My-Tyme personal planners
- Specific workbooks for each module

