Enhanced Productivity Skills in Maximizing Personal Efficiency

Date	Venues	($)Fees	Book your seat
07 Dec -11 Dec 2025	Jakarta	3300	[Register Now](#)

Course objectives:

1. **Understand the importance and concepts of productivity**
2. **Recognize basic behavioral patterns of different personality's profiles and how to deal with them in a multi-cultural environment.**
3. **Building a successful relationship with your bosses**
4. **Communicating for commitment**
5. **Handling awkward people/situation**
6. **How to recognize & interpret different forms of body language**
7. **How to become an active listener**
8. **Managing your time**

Who should attend?
Managers, Supervisors, team leaders and employees.

Course Outline:

What is productivity:

· **Definition of Concepts**
· **Planning the work**
· **Organizing and allocating resources**

The organizing function:

· **The organizing process**
· **Principles of organizing**
· **Practical Exercises**

Effective Communication With managers / co-workers:

· **What are communication barriers in a diverse place**
· **Overcoming Communication Barriers**
· **Active Listening skills**
· **Body Language signals**
· **How to improve your decision making skill**

- **Techniques for solving problems**

A Profile of Different Personalities:

- **Understanding different models of Personalities**
- **Tips for Dealing with Different Personalities**
- **The Power of Assertive Behavior**
- **Treating the people assertively**
- **Dos and Don'ts of Face to Face communication**
- **Keeping it impersonal!**
- **forming team with colleagues**
- **Role Playing Exercises**

Time management concepts:

- **Introduction to Time Management Concepts**
- **How to Make Full Use of your Time**
- **How to Plan Effectively**
- **Analyzing your Job Priorities**
- **How and What to Delegate Effectively**
- **How to Cope with Common Time Wasters**

WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.

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