

“ **Manage Your Time, Master Your Priorities.** ”

Time Management and Productivity Courses

Professional Development Training has a specialised division of Time Management and Productivity experts that will tailor the delivery of any of the courses to be specific to your situation and learning needs

Time Management and Productivity Courses

- Personal Productivity Training

- Time Management Training

- Effective Time Management Using Outlook Training

- Organisational Skills Training

Our trainer Kirsty was excellent, she listened to how our business operates & made the content more relevant to us. Also listened to what we hoped to achieve & added extra content to suit. Excellent, fun, stimulating and entirely appropriate for my needs. Thank You

Public Class Participant - Time Management



Learn the Skills for Effectiveness and Efficiency

Professional Development Training has a specialised division of Time Management and Productivity experts that will tailor the delivery of any of the courses to be specific to your situation and learning needs.

Our extensive curriculum in Time Management and Productivity, outstanding depth of trainers across the country and diverse range of industry experience means that pd training is the best choice for Time Management and Productivity courses.

pd training will exceed your expectations and help you achieve the results you are seeking.

In-House Training

Public Courses

In-House Training Benefits:

- Tailored to your needs and goals
- Cost-effective - from \$140 per person (full-day)
- You choose the day, place and time
- Greatest impact in the shortest time
- Great team building opportunity
- Convenient - Employees do not need to go off-site

Tailored Delivery – Standard

We will always tailor the delivery of your In-House Training course to ensure it is relevant to your team and targeted at your learning goals. We can incorporate your company's examples and terminology to ensure that the training can be directly related back to your workplace. This is standard and included in the price.

The "1-hour Motivator" Training Sessions

These 60-90 minute sessions are highly motivating and thought-provoking - ideal for those people who need to fit training in around a busy work schedule - great as an early morning kick-start or lunchtime boost!

Full-day Short Courses

1-day and 2-day short courses are delivered with a unique focus on 80% activities 20% content - just the way learning should be!

The "3-hour Power" Sessions

3-hour power sessions are a great solution when you have very specific outcomes you are targeting, or if scheduling the team to be off the job for a whole day is proving to be a challenge!

Conferences and Workshops

Do you want your conference to be memorable, fun, interactive and be a real highlight? pd training's dynamic trainers can add that flair, excitement and much more!

Expert Trainers

"While you are training with us, you receive experiential training from an expert in their field which ensures you can apply what you have learned directly back to your workplace. When you are training with us, you are there to learn from the trainer, not the manual!"

Training Style:

Your course will be activity-based learning. You receive some background theory, and then spend most of the time working together and with the trainer to apply the concepts to workplace situations that are applicable to your specific situation.

Class Size:

Classes are an average of 6 people, max of 12. We keep classes small to ensure the trainer can work with each participant to tailor each activity to be relevant to each person's workplace/common scenarios.

Where:

Sydney, Melbourne, Brisbane, Canberra, Adelaide, Perth, Parramatta.

Scheduling & Times:

Classes run from 9:00am - 4:30pm each day

Quality Lunch (tell us your dietary requirements)

Comprehensive up-to-date courseware

Practical & Real - Activities tailored to you...

Training is much more effective and enjoyable if you can apply the concepts you learn directly to your own circumstances. So the trainer will change textbook activities to be relevant to you.

For example:

If the example activity is based in a retail setting, but you work in a customer service call-centre, we will adapt activities to reflect the culture of a call-centre environment, so your team will be learning relational tools and techniques that really make sense to their world. Helping you learn today, and

Fun & Relaxed - Laugh while you learn...

Our relaxed and practical approach with experienced trainers that like to 'have a laugh' will ensure you enjoy the experience of learning as much as you enjoy acquiring new skills that help you perform better.

Yes, lunch is free - and we all like a free lunch. However, the highlight of your course will be the learning experience - not the break!



Customised, Interactive
and Practical

Each course involves about 20 activities each day to assist practical skill development and understanding of concepts. Training is customised according to the requirements of the participants for maximum benefit.

Considering your needs, pd training has made Administration available at your place, online and at various locations across Australia. The courses are designed to be of short-duration, lively, informal and highly valuable.



Making Training
Accessible



World Leading
Reinforcement
Framework

Reinforcement Package

- Training Booster Reinforcement System
- Free Re-sit
- eHelpDesk Support
- Bonus Supplementary eLearning
- Quick Reference Job Aid
- Hours of Business Video content



Ever wish you had more hours in the day?

Participants in this Personal Productivity course from pdtraining, will learn how to establish routines, set personal goals, create an efficient environment and use practical, take away tools for maximising personal productivity.

This practical and engaging training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

Personal Productivity Training Course Outline

Foreword:

Most people find that they wish they had more time in a day. This workshop will show participants how to organise their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honoured planning and organisational tools to maximize their personal productivity.

Outcomes:

- Set & evaluate SMART goals (specific, measurable, achievable, relevant & timed)
- Learn to use routines to maximise productivity
- Master numerous scheduling tools for efficient use of time
- Learn to stay on top of a to-do list
- Learn how to start new tasks & projects on the right foot
- Master basic project management techniques
- Organise physical & virtual workspaces for maximum efficiency
- Take back time from e-mail & handheld devices
- Learn to tackle procrastination

Personal Productivity Training Course - Lesson 1

Setting Goals

- Setting SMART Goals
- Creating good habits
- Evaluating and adapting

Personal Productivity Training Course - Lesson 3

Scheduling Yourself

- Developing a tracking system
- Scheduling appointments
- Scheduling tasks
- The simple secret of successful time management

Personal Productivity Training Course - Lesson 5

Tackling New Tasks and Projects

- The sliding scale
- A checklist for getting started
- Re-evaluating and adapting

Personal Productivity Training Course - Lesson 7

Creating a Workspace

- Choosing a physical layout
- Ergonomics 101
- Using your computer efficiently

Personal Productivity Training Course - Lesson 9

Managing E-mail

- Using E-mail time wisely
- Folders and rules
- Making use of your E-mail program
- Resisting the lure of the Blackberry/iPhone

Personal Productivity Training Course - Lesson 2

The Power of Routines

- The importance of routines
- Personal and professional routines
- Six easy ways to simplify your life

Personal Productivity Training Course - Lesson 4

Keeping Yourself on Top of Tasks

- The One-Minute Rule
- The Five-Minute Rule
- What to do when you feel like you're sinking

Personal Productivity Training Course - Lesson 6

Using Project Management Techniques

- Understanding the triple scope
- Creating a timeline
- Using a RACI chart

Personal Productivity Training Course - Lesson 8

Organising Files and Folders

- Organising physical files
- Organising electronic files
- Scheduling archiving and clean-up

Personal Productivity Training Course - Lesson 10

Beating Procrastination

- Admitting the problem
- Making it manageable
- Identifying the reasons
- Adapting your long-term strategy

Time Management Training



This Time Management Training course is one of the most popular training courses for pd training worldwide. People learn effective time management strategies such as goal setting, prioritisation and how to beat procrastination. There are topics that apply to some people more than others such as 'effective delegation' and 'managing meetings'. We want to you get the most out of your time spent in class (this is a Time Management course after all) so you'll be able to tell the trainer which lessons are most important to you, and they will cover those topics in more detail. Attend a Time Management Training Course in Australia in a city near you including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra, Perth and online, phone 1300 121 400.

Time Management Training Course Outline

Foreword:

Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments that have been pushed in our direction. The key to tackling this situation is effective time management. Understanding, identifying and defining your long-term goals is the very first step for an effective time management. With the broader goal in the background, you can now set your short-term goals that will effectively lead you to achieving your cherished long-term goals in your life. One skill that is prevalent in all leaders of repute is time management. People who use these techniques routinely are the highest achievers in all walks of life, from business to sport to public service. Managing time well enables you to be in control of your life; it allows you to act on situations rather than react to situations. When reacting to situations you are ill-prepared and under stress so your action is far from your optimal capacity. Whereas when you act on situations, it is well-planned and allows you to function at your highest level. At the heart of time management is an important shift in focus: Concentrate on results, not on being busy. This is a one of the most important time management skills. Many people spend their days in a frenzy of activity, but achieve very little because they are not concentrating on the right things. According to the Pareto Principle, or the '80:20 Rule', typically 80% of unfocused effort generates only 20% of results. The remaining 80% of results are achieved with only 20% of the effort. By applying the skills taught in the Time Management Workshops, you can optimise your efforts to ensure that you concentrate as much of your time and energy as possible on the high-payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not based on doing more things in less time.

Outcomes:

- Set S.M.A.R.T. goals
- Prioritise effectively
- Understand how to apply the 80:20 rule
- Categorise tasks using the Urgent/Important Matrix
- Managing Email
- Plan strategically
- Gain lasting skills to tackle procrastination
- Handle high pressure, crisis situations with ease
- Learn to organise the workspace for efficiency and productivity
- Master when and how to delegate for maximum productivity
- Set daily rituals for better productivity
- Gain insightful skills to better manage meetings and keep them on track
- Discover alternatives to in-person meetings

Time Management Training Course - Lesson 1

Goal Setting

- The Three P's
- S.M.A.R.T Goals
- Prioritising your goals
- Visualisation

Time Management Training Course - Lesson 2

Prioritising your Time

- the 80/20 rule
- The Urgent versus Important Matrix
- Assertiveness

Time Management Training Course - Lesson 3

Planning Wisely

- Creating your Productivity Journal
- Maximising the power of your productivity journal
- The Glass Jar: rocks, pebbles, sand and water
- Chunk, block and tackle
- Ready, Fire, Aim!

Time Management Training Course - Lesson 4

Tackling Procrastination

- Why we procrastinate
- Nine ways to overcome procrastination
- Eat that frog!

Time Management Training Course - Lesson 5

Crisis Management

- When the storm hits
- Creating a plan
- Executing the plan
- Lessons learned

Time Management Training Course - Lesson 6

Organising your Workspace

- De-clutter
- Managing workflow
- Dealing with e-mail
- Using calendars

Time Management Training Course - Lesson 7

Delegating Made Easy

- When to delegate
- To whom should you delegate
- How should you delegate
- The importance of full acceptance

Time Management Training Course - Lesson 8

Setting a Ritual

- What is a ritual?
- Ritualising sleep, meals, exercise
- Examples of rituals
- Using rituals to maximise time

Time Management Training Course - Lesson 9

Meeting Management

- Deciding if a meeting is necessary
- Using the PAT approach
- Building the agenda
- Keeping things on track
- Making sure the meeting was worthwhile

Time Management Training Course - Lesson 10

Alternatives to Meetings

- Instant Messaging and chat rooms
- Teleconferencing
- E-mail Lists and online groups
- Collaborating applications



Managing time is not difficult if you use the right tools. Microsoft Outlook is used for time management worldwide. This short one-day training course helps participants to gain practical skills in using Outlook to manage their time effectively. This highly valuable and practical training course is now available Australia-wide including Brisbane, Sydney, Melbourne, Perth, Adelaide, Canberra and Parramatta.

Effective Time Management Using Outlook Training Course Outline

Foreword:

This Effective Time Management Using Outlook Training Course teaches understanding and skill development in customising the Outlook screen, changing notification options, sorting based on file type, sending task requests, working with deleted items, managing electronic files and more.

This comprehensive course provides participants with all the tools and techniques required to manage time effectively.

Outcomes:

This extensive training course in effective time management using Outlook provides useful strategies and skill development for easily managing your work.

After completing this course, participants will have learned to:

- Use planning tools
- Change notification options
- Customise panes
- Customise the Quick Access toolbar
- Use Viewing tools
- Work with email messages
- Use Search in Outlook
- Dump, delay and delegate
- Send task requests
- Sort by categories
- Manage electronic files
- Get rid of the junk
- Organise their workspace

Effective Time Management Using Outlook Training Course - Lesson 1

Getting Started

- The Power of Change
- Case Study: Another Day at the Office
- Planning Tools
- Using Outlook's Viewing Tools

Effective Time Management Using Outlook Training Course - Lesson 2

Setting Up Outlook

- Changing Notification Options
- Customising the Quick Access Toolbar
- Customising the Outlook Screen
- Customising Your Panes

Effective Time Management Using Outlook Training Course - Lesson 3

The Four D's

- Do, Dump, Delay, and Delegate
- Do: Working with E-mail Messages
- Dump: Working with Deleted Items
- Delay: Setting up Your Outlook Task List
- Delegate: Sending Task Requests
- STING

Effective Time Management Using Outlook Training Course - Lesson 4

Finding What You Need

- Organising Your Workspace
- Sorting Based on File Type
- Sorting with Categories
- Managing Electronic Files
- Using Search in Outlook
- Getting Rid of the Junk



Developing good organisational skills is an investment that keeps providing benefits for years. Organisational Skills Training Course provides knowledge and practice of necessary skills in organising to help achieve better productivity in less time.

This highly valuable and practical training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

Organisational Skills Training Course Outline

Foreword:

During this training course, participants develop an understanding and use of examining their habits and routines, prioritising, organising the workspace, and make plans to stay organised. It also helps to identify and remove obstacles to organisation and productivity such as procrastination.

Outcomes:

This extensive training course helps participants to develop essential skills in organising so that they increase their productivity, and reduce waste of their time and resources.

After completing this course, participants will have learned to:

- Remove the clutter
- Place everything in its place
- Write down priorities
- Prioritise tasks
- Use 80/20 rule
- Use a master calendar
- Set realistic deadlines
- Remove or limit time wasters
- Cope with things outside their control
- Use a day planner
- Be consistent
- Use paper and paperless storage
- Organise work area
- Fight procrastination
- Organise inbox
- Use discipline to stay organised

Organisational Skills Training Course - Lesson 1

Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Organisational Skills Training Course - Lesson 2

Remove the Clutter

- Just Do It
- You Don't Have to Keep Everything
- Three Boxes: Keep, Donate, and Trash
- A Place for Everything and Everything in its Place
- Case Study

Organisational Skills Training Course - Lesson 3

Prioritise

- Write It Down
- Urgent/Important Matrix
- Divide Tasks
- 80/20 Rule
- Case Study

Organisational Skills Training Course - Lesson 4

Scheduling Your Time

- Have a Master Calendar
- Setting Deadlines
- Remove or Limit the Time Wasters
- Coping With Things Outside of Your Control
- Case Study

Organisational Skills Training Course - Lesson 5

To Do Lists

- Use a Day Planner
- Finish What You Start
- Focus on the Important
- Do Quick Tasks Immediately
- Case Study

Organisational Skills Training Course - Lesson 6

Paper and Paperless Storage

- Find a System that Works for You
- Make It Consistent
- Make It Time Sensitive
- Setting Up Archives
- Case Study

Organisational Skills Training Course - Lesson 7

Organisation in Your Work Area

- Keeping Items Within Arm's Reach
- Only Have Current Projects on Your Desk
- Arranging Your Drawers
- Organise to Match Your Workflow
- Case Study

Organisational Skills Training Course - Lesson 8

Tools to Fight Procrastination

- Eat That Frog!
- Remove Distractions
- Give Yourself a Reward
- Break Up Large Tasks
- Case Study

Organisational Skills Training Course - Lesson 9

Organising Your Inbox

- Setting Delivery Rules
- Folder and Message Hierarchy
- Deal With Email Right Away
- Flag and Highlight Important Items
- Case Study

Organisational Skills Training Course - Lesson 10

Avoid the Causes of Disorganisation

- Keeping Everything
- Not Being Consistent
- Not Following a Schedule
- Bad Habits
- Case Study

Organisational Skills Training Course - Lesson 11

Discipline is the Key to Stay Organised

- Stay Within Your Systems
- Learn to Say No
- Have Organisation Be Part of Your Life
- Plan for Tomorrow, Today
- Case Study

Organisational Skills Training Course - Lesson 12

Wrapping Up

- Words from the Wise
- Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

**Client
Benefits**



**Strategic
Partnerships**

