People Engine

EFFECTIVENESS
In Action

This program addresses the effective principles resulting in real outcomes for managing ourselves, our time, our priorities. Participants will learn how to maximise the use of digital tools increasing productivity for better business results.

OUTCOMES

- ✓ **Effective Workload Planning**
- ✓ **Maximising Digital Tools**
- ✓ **Understanding & using Ai**
- ✓ **Harnessing Energy Cycles**
- ✓ **Managing Unhelpful Habits**
- ✓ **Planning for Reality**

VIRTUAL LEARNING SCHEDULE – 4 SESSIONS

SESSION 1 – 3HRS

~ Efficiency and neuroscience.
~ Clarifying key responsibilities.
~ The Workplan.

SESSION 2 – 3HRS

~ Efficiency Workflow.
~ Smart goal setting and prioritising.
~ Overcoming procrastination and interruptions.

SESSION 3 – 3HRS

~ Workload planning.
~ Overcoming obstacles.
~ Using our mental energy effectively.

Contact Us
0409 145 898

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SESSION 4 – INDIVIDUAL COACHING

Gone are the days of doing courses just for the sake of it!
Individual coaching is a vital element of the course to ensure learned behaviours are working in action.

~ *Course Overview.*
~ *Making it stick long-term.*

~ *Overcoming barriers.*
~ *Goal setting.*

"Learning these skills has completely transformed the way I work. Kayley showed me the benefits of using a work plan, how to manage my in-box efficiently and use digital tools that I didn't even know existed.

After experiencing these improvements, I now insist on all my staff doing this program. It ensures we as a team are efficient and effective. I wish I had known about this decades ago."
Jo Hollis CEO

All sessions are conducted virtually, and each participant needs access to a laptop with camera and microphone for full interactive experience.

Participants report vast improvements in how they manage email volume, conflicting and changing priorities in a fast-paced environment, saying yes to the things that matter most, managing capacity and workload and planning realistically.

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