ENCORE
CONSULTING GROUP

DELIVERING SUSTAINABLE GROWTH WITH TRACTION

A COMPREHENSIVE TRAINING STRATEGY

Time Management Training

Thought Provoking
Action Oriented
Practical Guide

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Do you feel
OVERWORKED,
OVERWHELMED
And
CONSTANTLY PUTTING OUT FIRES EVERY DAY?

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If yes, would you like to:

- ➢ Manage your time effectively.
- ➢ Have better work life balance
- ➢ Learn how to focus and concentrate
- ➢ Delegate routine tasks
- ➢ Eliminate timewasters and distractions
- ➢ Get Personalized, Experiential Time Management Training

GENERAL OBJECTIVES:

- Priority management – managing Tasks and Activities
- Power of Habits – creating positive behavior and disciplines
- Learn to efficiently handle multiple tasks & projects
- Understand the dynamics between urgent, critical & important
- Being productive - Efficient use of time, energy, and resources
- Eliminate distractions and identify and remove crucial time-wasting activities
- Introduce useful tools & resources to enhance and enrich your work flow
- Creating a customized action plan for each participant

TRAINING LOGISTICS:

- Conduct **Pre-Training Assessments** for Customization
- Training will be conducted on-site at a location of your choice
- Training for upto 20-25 individuals per batch
- **Follow-up activities** that help retention
- **Free post training** off-line support to each individual trainee.

Our Vision

Create a workplace where:

- We "Get 100%, out of 100% of the Employees, 100% of the time" - James O. Rogers

- There is excellence in the workplace experience

- Productivity thrives

- Individuals adapt to unforeseen circumstances

- Senior team works toward a shared vision of success

- Team members feel recognized, and receive support within the organization.

Our Commitment

We understand that you are embarking upon a major initiative where your main focus is on improving Time Management in your organization. We are also aware of the importance of this initiative.

This proposal is based on our current understanding of your culture. We have yet to determine the specifics. At this point we don't know what we don't know.

We will customize it to reflect the findings of our analysis, talks and discovery.

We are ready to impress upon you that we have the drive and determination to fulfill your objectives for this project.

RESPECT the individual.
We recognize that every group includes a wide range of individuals with differing needs and abilities. We work to create and maintain an atmosphere of openness and trust, and we value each individual's contributions.

DO RIGHT by the customer.
We always do the right thing. We strive to make every interaction with ENCORE a positive, friendly, and warm one. We care about our clients and want them to succeed, so we are always prepared to go above and beyond for them. We work to add exceptional value to every program or presentation.

LIVE with integrity.
Integrity isn't a 9 to 5 job for us. We put our core actions into practice every hour of every day. Living with integrity also means that we operate with consistency: What you see is what you get. What we say is what we do.

PROVOKE thought.
We train for lasting change and results. We can't get that if we don't make our process an active one. We don't bring about change if we do the thinking for our clients; so rather than provide answers, we offer tools that help people figure things out for themselves.

ENCOURAGE positive disagreement.
Organizations that stuff offices full of people unwilling to give honest opinions can't grow and maintain their vitality. We train our clients to welcome conflict and teach them to use it as a constructive force. Open dialogue, different ideas, and fresh perspectives are welcome and desired in all of our workshops and engagements.

SHOW, don't tell.
We recognize the many different ways individuals learn, and listening is only a small part of the process. All of our programs include active, hands-on learning to help participants boost their performance.

Why Encore

- Not just a Vendor but a **Partner** in your progress
- Our pre-training Comprehensive Assessments
- Experiential and Active learning vs Passive Learning
- We make learning a Fun Experience
- We show not just tell
- We Provoke your members to think
- Behavior Changing experience

Our Approach

Strong teams are not created overnight. They aren't formed by policy, procedure, or measuring key performance indicators (KPIs).

High-performing cultures have alignment in values and mission. They build an environment where employees can bring their best to work in order to yield a high performing organization.

Our intention is to have a behavior changing transformation in your organization. We've seen organizations transcend their cultures and ignite success time and time again. Our goal is to provide an experience that builds confidence and gives the tools to begin one of the most important journeys in your organization's history.

A BLENDED TRAINING STRATEGY

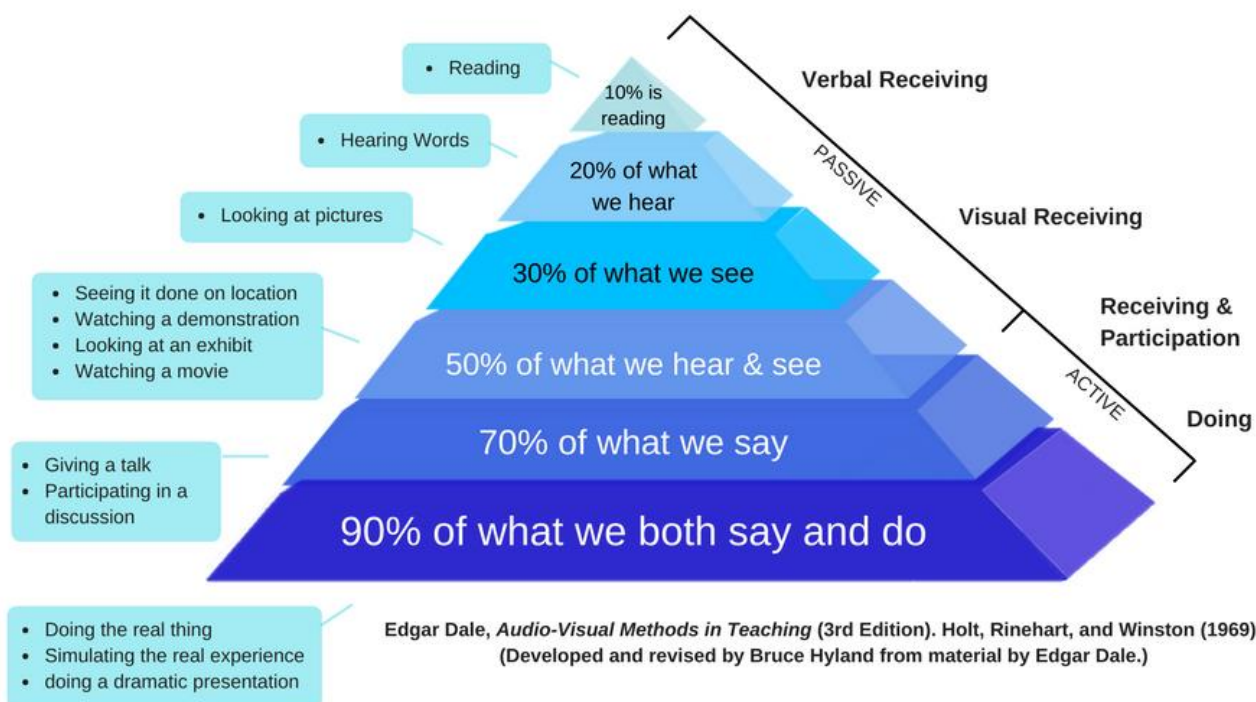|				
Define	In-depth Assessments	Pre-Training Interview	Build Response Mechanism	Identify KPI's
Design	Training Elements and Interactive Content	Secure Buy-ins from key Stakeholders	Produce Training Guide	Prepare Presentation
Deliver	Customized Training	Conduct Group Interactive Elements	Train-The - Trainer where required	Review Effectiveness with Stakeholders
Drive	Post-Training Assessments	Implement Post-Training Accountability Measures	Post-Training Live Follow-up Webinars	License Content

Encore's Unique Techniques

- Culture and language integration. We will integrate your company's unique language into our training. Terms and particular situations exclusive to your company will be implemented as well.
- We incorporate the best of the East and West with our Wholistic approach.
- As a small company we are agile and adaptable to your company's schedule and training needs

Cone of Learning

We Tend to Remember Our Level of Involvement

- Reading

10% is reading

- Hearing Words

20% of what we hear

- Looking at pictures

30% of what we see

Verbal Receiving

PASSIVE

Visual Receiving

- Seeing it done on location
- Watching a demonstration
- Looking at an exhibit
- Watching a movie

50% of what we hear & see

Receiving & Participation

ACTIVE

- Giving a talk
- Participating in a discussion

70% of what we say

Doing

90% of what we both say and do

- Doing the real thing
- Simulating the real experience
- doing a dramatic presentation

Edgar Dale, *Audio-Visual Methods in Teaching* (3rd Edition). Holt, Rinehart, and Winston (1969). (Developed and revised by Bruce Hyland from material by Edgar Dale.)

Training Summary

This time management training workshop will ignite your team toward greater productivity and performance. This on-site workshop is packed with principles and skills that will empower your team to focus on vital priorities, take control of their time, eliminate unexpected distractions, and produce more in less time.

All of our training is objectives-based and highly-interactive. We integrate group activities, discussion forums and role-play exercises for permanent, long-term retention.

Participants will:

- Focusing on vital priorities
- Learning the difference between critical & important
- Taking control of your time
- Approaching Time as an Investment
- The Most Common Time Wasters and How to Avoid Them
- Setting & Achieving Realistic, Yet Challenging Goals
- Overcoming Procrastination and Apathy
- Learn the positive effects of deep work
- Minimizing Interruptions, Distractions and Diversions
- Overcoming a Crisis-Oriented Mind-Set
- Planning for the Ideal Day
- Getting & Staying Organized
- Understanding our current behaviors
- Examining our everyday routine
- The power of habits
- Importance of Delegation
- Understanding the role technology plays in our lives

Time Management - Topical Overview

Introductions and Warm up
- Review Objectives of this training
- Meet and greet – Warm up exercise
- How we learn
- How to create personal value
- How to have fun on the job

What is Time Management?
- Overview
- The concept of Faster, Better and Cheaper
- Benefits
- Individual Activity - Know yourself first

Habits
- Power of Habits
- Key habits - Group Activity
- Pre-requisites of good time management
- Five essential qualities – Mody's A's
- Overcoming procrastination
- Willpower to create good Habits

Planning your Ideal Day
- 3 Major Initiatives
- How to plan for a regular day?
- Working remotely

Managing Task and Activities
- What are your major activities?
- Typical task or do-to list
- DEAL with task and activities
- Delegating with responsibility and accountability
- DEAL with interruptions
- Managing social media addiction
- Power of Distractions
- Eliminating Time Wasters

Be Productive – Create Efficiencies
- Multitasking
- Strategizing
- Create a Time Table
- 80/20 Rule - Velfredo Pareto's Principle

Digital Tools

- Collaborative tools
- Communication tools
- Productivity
- Time tracker
- Project Management
- Organizing
- Phones
- Emails
- Individual Activity

Managing Todays' Businesses Culture

- Group Activity - What makes a good team?
- Time Management is a reflection of your Actions & Position
- Group Activity - ROI Prioritizing – Time as an Investment

Time Management in the Workplace

- Group Activity – Meeting Deadlines
- Domino Effect
- MBE - Working on Autopilot – Reducing Micromanagement

Goals and Targets

- SMART goals
- Work-life balance
- Afternoon Group Exercise

The Process of Improvement

- Critical versus Important
- Individual Exercise – Stephen Covey's Quadrant

Closing

- Finalizing your personal SMART Action plan
- Recap and review
- Words of Wisdom
- Answer questions
- Class Debrief

The above is just a representative of some of the topics we include in the training. It is much more than a day's worth of training. All topics will be customized to your situation and needs once we do a needs Assessment.

Experiential Learning

Active Rather Than Passive Training:
Our training combines hands-on, interactive elements including group discussion, engaging group activities, visual aids, live speaking, and role-playing exercises. This active approach to training has been proven to increase understanding & retention for maximum results.

A Boutique Training Company:
We deliver a fully customized learning experience which aims at the heart of your specific needs and challenges rather than taking a one-size-fits-all, out of the box approach.

The key to learning that results in meaningful behavior change is creating an interactive session that uses learning techniques that actively engage participants. To this end our sessions use storytelling, humor and movement to enhance the dissemination and assimilation of core learnings. This is in addition to leveraging the following tools and methods to engage learning:

1. Group Discussion and Brainstorming – Facilitated discussion to provoke thought, encourage participant contribution, share resources and stimulate learning in a safe environment

2. Method Demonstration – Instructor demonstrates skill sets for participants to aid in understanding, to stimulate student interest and to provide a model to follow

3. Practice – Students put to action in real-time new skill sets

4. Cooperative Learning – Working in cooperative groups, gaining from each participant's efforts creating an atmosphere of achievement

5. Role Play – Requires active involvement of participants and provides a safe environment to test new skills

6. Individual and Small Group Activities – Learning through self-assessment and reflection and through peer collaboration to come to great understanding through participants' efforts

7. Visuals – Reinforces key learning points, improving audience participation

8. Case Studies – Review actual cases that demonstrate the challenges leaders face and the choices that are made.

*"**Tell me and I forget.**
Teach me and I remember
Involve me and I learn"

-Benjamin Franklin-*

Post Training Outcomes

There are a number of ways we can measure the efficiency of the training in the long run:

- ➢ Business Impact
- ➢ Behavior Observation
- ➢ Learning outcomes
    - o Knowledge
    - o Skills
    - o Attitude
- ➢ Reaction – Participation Satisfaction
- ➢ Level of Interaction
- ➢ ROI
- ➢ Improvements in internal and external communications

We will assist in installing an effective measuring mechanism after our Discovery and assessment stage.

Optional Follow-up for Long-Term Effect

(A multi-layered post training approach to keep up the momentum after the training)

1. **Free** Executive meetings for review of feedback and monitoring mechanism till the completion of this program
2. **Free** post training off-line support to each individual Trainee up to 30 minutes when requested by them till the completion of this program.
3. **Optional** Live or Pre-recorded Webinars (15 to 60-minute learning sessions) ending with an action item. Individual continuing learning at all levels to keep up the momentum This will include reinforcement of the universal principles and additional items that could not be included in the training.
4. **Optional** half day onsite Supervisor and Department Leader coaching sessions. These sessions will train leaders to conduct training for their respective groups as needed for their department. This will be a tailor-made approach for the Organization based on the unique needs and outcomes expected.

How to Make Training Stick

Success Factors

1. Alignment of Vision, values and philosophy
2. Buy-ins across the board from senior management
3. How much ownership each employee will take
4. Motivation and role-model behavior coming from top to bottom
5. Defining individual roles in this initiative
6. Improved communication between all levels and departments
7. Class evaluations
8. Installing a system of quantifiable measurements (KPI's) to assess the progress
9. Accountability from all levels of the workforce
10. Transcending barriers and unexpected occurrences

Success Factor Ranking

Training That Sticks

Research has shown that management makes the biggest difference when it comes to the success of training their teams. Follow this chart to see where the priorities really rank.

	Before	During	After
Management	1	8	3
Trainers	4	2	9
Trainees	7	6	5

Management is the most important link in the process of helping employees retain what they learn from a company's training efforts.

Bob Pike, 1992

Benefits of our Offering

1. Robust pre-training Assessment
2. Thorough brainstorming with executives before the training
3. Experiential and Active training
4. Experienced Instructors

Benefits to your Organization

1. Manage Effectively
2. Positive Environment
3. Top-down Initiative with Role Model Behavior
4. Confidence that the Vision is Clearly Communicated
5. Harmony within the Organization
6. Positive behavioral change

Benefits to your Team

1. Positive Learning Environment
2. Experiential Opportunities
3. Thought Provoking Process
4. Works the Little Gray Cells
5. Improved Retention of the training

NEXT STEP

LEARN > APPLY > TRANSFORM

Next Steps:

To get the most out of this customized training program, follow these steps:

1. Read the topical outline in the previous pages
2. Give us a call to discuss
3. Discuss the pricing with us
4. Get the necessary approvals for this training
5. Select topics you believe are most important for your organization or let us plan a comprehensive package
6. Secure the delivery dates
7. Determine a discovery and pre-assessment call with our trainers
8. Now relax – we will do the rest.

Don't hesitate to reach out if you have any questions!
Call us at 844-49-COACH to discuss.

Clear Objectives   Needs Assessment   Defined Outcomes   Measurable Improvements