informatech



INTERPERSONAL SKILLS AND SELF DEVELOPMENT | COURSE

Five Productivity Traits for Optimal Results

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Course content

Why Attend

Resources are fewer, jobs are more demanding, and competition for a place on the high performers wall of fame is fiercer. In order to thrive in the current working environment and develop a winning edge in the labor market, understanding the formula for becoming a super performer becomes a necessity rather than a nice to have option.

The aim of this course is to provide you with proven practical tools that will allow you to establish yourself as a top performer. This course explains the multiplicative nature of productivity while also taking you through a deep dive into the 5 essential elements of top performers. By successfully completing this course, you will have developed a clear map that can guide you towards scoring 100% on the productivity formula.

The workshop is designed to be interactive and participatory. It includes various pedagogical tools to enable participants to function effectively and efficiently in a multilateral environment. The course will be built on four pedagogical pillars: concept learning (presentations by the consultant), role playing (group exercises), experience sharing (round-table discussions) and exposure to case studies and scenarios.

By the end of the course, participants will be able to:

• Explain the SUPER productivity formula and its multiplicative nature

• Adopt short and long-term activities that allow them to continuously develop towards skills master

• Master the techniques that avail uninterrupted focus time at work

• Establish trust based relationships with key people to ensure high responsiveness

• Manage their physical energy on a daily basis to maintain consistently high levels of performance

• Adopt a mindset of organizational relevance to invest resources into what matters most for the organization

This course is targeted at employees, supervisors, and middle managers seeking to optimize their productivity through a rigorous and systematic approach.

• Performance optimization

• Self development

• Time management



Course content

Why Attend

- Prioritization
- Building rapport
- Influencing others
- Building trust
- Optimizing colleagues responsiveness
- Managing personal energy
- Goals alignment

Course outline

The SUPER formula for top performers

- Characteristics distinguishing a top performer
- The personal benefits of being a top performer
- The 5 elements of top performance:
- Skills
- Uninterrupted time
- People
- Energy
- Relevance
- The productivity formula – S×U×P×E×R = % of performance
- The multiplicative nature of the productivity formula
- Top performance as a choice

Skills mastery – The 1st element



Course content

Course outline

- Defining mastery – good is the enemy of great!
- Kaizen – the continuous improvement principle
- Strategies to reach mastery level in your area of expertise
- Indicators that you have become a skill master
- The conscious competence learning matrix
- How to lead yourself towards mastery in the absence of a leader
- Uninterrupted time for optimal focus – The 2nd element
- The focus curve – time segments do not add up
- Evaluating the myth of multitasking
- De-focusers: how and why people lose focus
- Fighting procrastination
- Effectively managing internal and external interruptions for optimal focus
- What to focus on – the time matrix revisited for a technology-based generation
- Calculating your return on time

People responsiveness – The 3rd element

- The chain effect – no one task is done solely by one person
- The relationship matrix – identifying key people for your optimal performance
- The benefits of optimizing responsiveness of key people
- Turning key people at work into success partners
- The responsometer – practical tool to measure and improve people responsiveness at work

Establishing trustworthiness – the core four

- Integrity



Course content

Course outline

- Intent
- Capabilities
- Results
- Doing the right things the right way
- Understanding how people develop trust
- Effective behaviors for gaining people trust

Personal energy management – The 4th element

- Physical energy as fuel for performance
- Top 10 bad energy habits
- Most famous energy drainers
- Red alerts your body tells
- Upgrading your energy engines

Activity relevance for goals alignment – The 5th element

- Defining corporate relevance
- Avoiding the frustration of busyness – seeking alignment
- Developing your relevance compass
- Put your tasks to the relevance test
- Reaching a consensus on your time matrix with your boss



Seminar dates

Available seminar dates

Live dates and pricing for Five Productivity Traits for Optimal Results generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	London - U.K	Classroom	**€3,360.-**
18 - 22 January 2027	Frankfurt - Germany	Classroom	**€2,600.-**
15 - 19 February 2027	Rome - Italy	Classroom	**€3,400.-**
15 - 19 March 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
19 - 23 April 2027	Barcelona - Spain	Classroom	**€3,080.-**
17 - 21 May 2027	Geneva - Switzerland	Classroom	**€4,200.-**
21 - 25 June 2027	Munich - Germany	Classroom	**€3,400.-**
19 - 23 July 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
16 - 20 August 2027	Geneva - Switzerland	Classroom	**€4,200.-**
20 - 24 September 2027	Frankfurt - Germany	Classroom	**€2,600.-**
18 - 22 October 2027	Rome - Italy	Classroom	**€3,400.-**
15 - 19 November 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
20 - 24 December 2027	Barcelona - Spain	Classroom	**€3,080.-**

Live online option	Online delivery is available at €1,850.-.