

COURSE OUTLINE

Xceptional Productivity

INSTRUCTOR: Peter Lepinski
PHONE: 780-539-2975
E-MAIL: ce@gprc.ab.ca

PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS: Course materials are supplied.

CALENDAR DESCRIPTION:

Increase your personal productivity with this 12-module course offered by Continuing Education and Business Innovation Group Inc.! There has never been a time in the history of humanity to equip oneself to become XCEPTIONALLY PRODUCTIVE. In today's world we are besieged by distractions and the accelerated pace of information, technology and a changing workforce, which robs you from being as productive as you need to be. Through this program, you will be transformed to meet the challenges of the 21st century and be able to control the distractions, manage the new work force, and deal with information overload - enabling you to be much more productive. You will be provided with real solutions and tools so you can reduce your busy hours and, as a leader, focus on those things that really matter to growing your business, yourself, your quality of life, business profit and personal wealth. Through this program, the new-and-improved you will be born! Your life will never be the same after you complete this journey. You will also be in extraordinary company - those who join this program are as unique and XCEPTIONAL as you!

CONTACT HOURS: 12 hours

DELIVERY MODE(S): Face to Face, Video Conference

TRANSFERABILITY: N/A

GRADING CRITERIA:

Upon completion of the course, you will receive a Certificate of Completion.

EVALUATIONS: N/A

STUDENT RESPONSIBILITIES: Attendance and classroom participation.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Each module includes note pages and exercise sheets.

Module 1 – The Success Gap - The foundation for change

Module 2 – Weapons of Mass Distractions - Identifying productivity killers

Module 3 – Gaining Control - Start to build a personal roadmap to gain back control

Module 4 – Dynamic Work vs Trivial Work - Learning to say NO and feel good about it

Module 5 – Leverage - Finding your Uber leverage

Module 6 – Success Dynamics - Priorities, functions, improvements, metrics

Module 7 – Dynamic Functions - Learn to Delegate

Module 8 – Dynamic Priorities - Remove procrastination

Module 9 – In the Zone - Getting in the Uber Productivity Zone

Module 10 – Winning the Game - Winning the game before it begins

Module 11 – Building RICHuals - Setting up for success

Module 12 – The Whole System - Putting it all together