



A Better Way To Work

## OUR EXPERTISE:

Priority Management has spent 35 years researching best practices in the workplace & has trained 2.5 million people in the last 10 years. Most organisations have restructured the structures, restructured the work, restructured the processes but not restructured how people work. Generally, our current working practices are inadequate for handling the volume & the expectations in 'modern working' and we just struggle on. We teach 'A Better Way to Work'.

## A FEW CURRENT ISSUES:

- Quantity of work v time available v resources to do it are often in conflict
- Balancing operational demands against need to deliver project work / change programmes
- Far too much time spent on email in-box and in poorly run meetings
- Poor planning resulting in poor productivity
- Juggling multiple activities at the same time which are all top priority
- Last minute working to deliver against deadlines
- Maximising return from resources: people and technology

## WORKING SM@RT PROGRAMME OVERVIEW

**PHASE ONE: Individual Pre-Brief** by phone + self evaluation e.g week 1

**PHASE TWO: Working Sm@rt (9.00 – 4.30pm – 1 day group session) eg week 2**

Candidates learn the Working Sm@rt disciplines, processes and techniques which will enhance performance and productivity daily and equip busy leaders to manage 'modern, digital working' much more effectively. Throughout this session, all learning is put into practice immediately and is applied to your own workload, having previously been asked to bring your laptop. Microsoft Outlook is specifically tailored to maximise its capability. Very specific planning techniques are introduced which revolutionise the way people use technology for planning, communication, delegation, delivery of work & performance.

**PHASE THREE: 1:1 Coaching Session** eg week 4 or 5. (75 minutes per person)

- Motivate the individual to practise and maintain discipline
- Tailor the processes to suit the individual's needs and challenges in their job.

**PHASE FOUR: Focus on Results** eg week 8

A group session focusing on strategic delivery around WHAT to focus on and HOW to work it out.

1. How to focus on the right thing every day (delegates to bring their own objectives / personal development plans / strategies – so they work on their own case studies)
2. Defining and performing: what you need to be good at to excel in your job
3. Planning for the big things – how do I do it easily and incorporate them into my day job?
4. Process improvement (added value v waste)
5. Best practice processes for Sm@rt Meetings

**PHASE FIVE: Full Evaluation** with results and feedback

**STANDARD PRICE: £845 + VAT PER PERSON MINIMUM GROUP SIZE 10 (OPEN COURSES AVAILABLE TOO)**

**CLIENTS:** JOHNSON & JOHNSON, BAYER, BABCOCK, HYMANS ROBERTSON, NHS SCOTLAND, WHEATLEY GROUP, WEST COLLEGE, RENFREWSHIRE COUNCIL, ROYAL FACULTY OF ADVOCATES ETC

"Absolutely life-changing. The benefits have not just been around how you maximise some of the technologies we use, but the major impact has been one of change management. I was totally surprised during the first day of training. During the first hour, we were taken through a series of eye opening work scenarios which all led to a sudden and significant realisation that there are other choices about how we do things available to us. I was already effective but with 80% of my week in meetings Working Sm@rt has taught me how to optimise the time not in meetings which is critical for work delivery. I am strongly focused on the right things"

*Head of Executive Management, Bayer*