informatech



PLANNING AND STRATEGY MANAGEMENT | COURSE

Innovation & Productivity in the Workplace

UK
+44 33 000 111 90
info@informatech.co.uk
https://informatech.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

NL
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands



Course content

Why Attend

Course Introduction

Professionals will cultivate highly productive relationships that foster successful interactions with colleagues, driving the dynamic innovation and productivity essential in today's global market.

This course is designed to help you develop strategies aligned with your commitment to personal growth, positioning you as the standout high performer that organizations seek to hire, retain, and promote.

Targeted at ambitious professionals, this course provides a structured agenda to enhance your personal productivity, build a strong professional reputation, and apply innovative work practices.

By participating, you will gain insights into your strengths and unlock your full managerial leadership potential, setting the stage for greater career success and advancement.

Course Objectives

By attending this training course, you should achieve these goals:

• Recognise Individual Personality Traits & Apply Strategies for Success

• Appreciate the Components of Conflict & Apply Interpersonal Strategies That Will Generate Productive Outcomes

• Apply Basic Tools and Templates Which Install Basic Project Management Practice Skills

• Appraise Current Team Performance & Diagnose Action to Generate Improvement

• Appreciate the Value That Initiative Has in the Leadership Role & Synthesize Ideas to Construct an Agenda for Future Personal Leadership Development

Who should Attend?

This training course is suitable for middle and senior managers who have responsibility for divisional or organizational success, as well as consultants and professionals who support them. For example:

• Professionals at All Levels Seeking to Improve Their Personal Skills

• Professionals Wishing to Enhance Their Reputation and Credibility



Course content

Course Objectives

- Professionals Seeking a 'Refresher' Course to Enhance Their Relationship Skills
- Employees Identified as 'High Potential' or 'Fast Track' Management Candidates
- Employees Seeking Supervisory or Managerial Positions

Course outline

Day One: The Power of Self

- Building the positive self-image
- Establishing empowering beliefs
- NLP and the power of optimism to create the future you deserve
- The power of proactivity: the first competence on the road to excellence
- Psychological profiling : the science of personality and performance
- Professional competence: the added value you bring to the organisation

Day Two: Creating Organisational Value

- Prioritization and time management: focusing on the critical objectives
- Taking control: essential tips for personal productivity
- Transformational objectives: From SMART performance to SMARTER performance
- Leading productive meetings work: managing appreciating and utilizing diversity
- Leading meetings with creative flair: thinking differently for new answers
- Project management overview and fundamentals: first steps

Day Three: Adding Value through Relationship Awareness

- Micro political conflict in organisations: the transactional analysis perspective



Course content

Course outline

- Personality traits, behaviours and conflict management
- Relationship Awareness Theory: managing my personal response to conflict
- Managing without confrontation: assertive communications
- Preparing for effective negotiating: influence and the characteristics of world class negotiators
- Generating Productive Outcomes: the Agreement Box model of 'win- win'

Day Four: Harnessing Diversity and Creativity in the Team

- Valuing diversity: working with global, culturally diverse teams
- The value proposition afforded by High Performing Teams
- Avoiding dysfunctional performance
- Grounded theory: needs analysis evaluation of current performance
- Harnessing diversity for productive outcomes
- Aligning purpose, productivity and profitability

Day Five: Leading with Initiative: Being Proactive

- Being proactive and capitalizing on opportunity
- Leading from where you are in the organisation: building credibility
- Emotional Intelligence and outcomes
- Leadership styles and organisational climate
- Building Trust: the 4 C model to engage and empower others
- Course review and commitment statement



Seminar dates

Available seminar dates

Live dates and pricing for Innovation & Productivity in the Workplace generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
14 - 18 December 2026	Rome - Italy	Classroom	**€3,400.-**
9 - 13 November 2026	Barcelona - Spain	Classroom	**€3,080.-**
14 - 18 December 2026	Rome - Italy	Classroom	**€3,400.-**
18 - 22 January 2027	Barcelona - Spain	Classroom	**€3,080.-**
15 - 19 February 2027	London - U.K	Classroom	**€3,360.-**
15 - 19 March 2027	Geneva - Switzerland	Classroom	**€4,200.-**
19 - 23 April 2027	Paris - France	Classroom	**€3,600.-**
17 - 21 May 2027	Rome - Italy	Classroom	**€3,400.-**
21 - 25 June 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
19 - 23 July 2027	Rome - Italy	Classroom	**€3,400.-**
16 - 20 August 2027	Vienna - Austria	Classroom	**€3,400.-**
20 - 24 September 2027	Barcelona - Spain	Classroom	**€3,080.-**
18 - 22 October 2027	Paris - France	Classroom	**€3,600.-**
15 - 19 November 2027	Frankfurt - Germany	Classroom	**€2,600.-**
20 - 24 December 2027	Geneva - Switzerland	Classroom	**€4,200.-**