

# How to be a Productivity Ninja® (full day)

Avoid Distraction, Get Your Best Work Done and

Make Space For What Matters

<b>Format</b>	6 hour workshop + lunch break (live webinar or in-person) <i>We recommend splitting over 2 days for live virtual sessions</i>
<b>Breakdown</b>	<ul style="list-style-type: none"><li>▶ 50% group training and discussion</li><li>▶ 50% practical implementation and support</li></ul>
<b>Participants</b>	Up to 15
<b>Results</b>	82% of participants implement a new productivity system and report they feel more in control of their work
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Sustainable strategies to get more of your best work done in an age of information overload and rapid change</li><li>▶ Get in control of your actual workload by building a trusted 'second brain' system right there on the day</li><li>▶ Manage multiple projects, priorities and responsibilities with more clarity and less reactivity.</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>▶ eCopy of Graham Allcott's bestselling book</li><li>▶ Action-oriented handouts/downloads</li><li>▶ Exclusive Access to The Productivity Ninja® Academy (online learning hub)</li><li>▶ Optional follow-on Virtual Ninja Clinic (extra cost)</li></ul>



## Overview

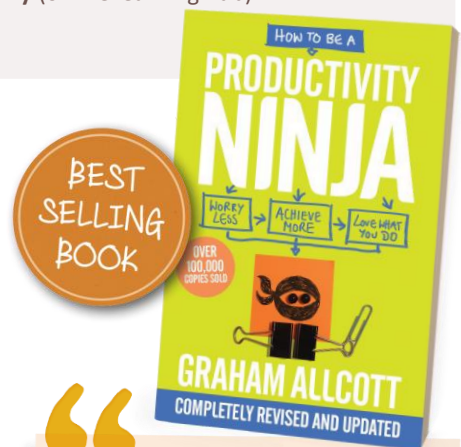
Overwhelmed? Struggling with constant distractions, information overload and a rapidly changing business environment? Under pressure to juggle productivity and wellbeing? We're here to help.

Our approach turns traditional time management on its head. Time is not your most precious resource: your attention is. We help you manage attention and focus, projects and actions, as well as choices and habits. At the end of this full-day, deep dive workshop, with practical on-the-day implementation you will have developed and implemented the systems and techniques set out in Graham Allcott's 'How to be a Productivity Ninja®' book.

You'll reduce stress by eliminating those nagging feelings of doubt, guilt and overload panic, and replace them with a focused, playful, purposeful and productive momentum.

## On the day implementation

This practical workshop, includes time with a Productivity Ninja® coaching each person individually with their real work to ensure change happens on the day.



**Don't just take our word for it ...**

"The best workshop I have ever been to."

PHARMA MEDICAL SAFETY DIRECTOR  
GSK



## Who should attend

Anyone responsible for juggling their own projects and priorities – from CEO/C-suite to entry level roles.

## Practical Requirements

- ▶ For in-person delivery, all we need is a meeting room in your office.
- ▶ For online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## What you'll discover and do

- ▶ Identify your current productivity and wellbeing challenges – and why the two are interlinked.
- ▶ The secret to overcoming information overload, distraction and stress – by managing your attention, not time, and by developing a 'second brain' to manage projects and actions.
- ▶ Why making time of quality thinking is vital for success – and practical ideas to make it happen.
- ▶ You'll de-clutter your head, step back, regroup and gain clarity and agility on your current commitments.
- ▶ You'll get in control of your actual workload by building a workable 'second brain' system right there on the day, supported by your Productivity Ninja®.

## Results

82%

of participants implement our productivity model and feel significantly more in control of their work.



99%

of participants say our workshops will make a positive difference to their productivity



94%

of participants would recommend this session



**We'll help you reclaim 2.5 hours a day from DISTRACTION.**

**For a team of 15, that's 1065 days a year transferred to high value work for your business.**

## Blended Learning to "Make it Stick"

We're passionate about creating real change that lasts, and truly embedding new habits. That's why every workshop participant gets:

- ▶ An eCopy of Graham's book
- ▶ Action-oriented handouts/downloads
- ▶ Exclusive access to The Productivity Ninja® Academy, with eCourses, tutorials and a workshop booster pack.  
<https://academy.thinkproductive.com>
- ▶ Optional Follow-on Virtual Ninja Clinic (extra cost)

YOUR PEOPLE WILL **SHINE**. YOUR ORGANIZATION WILL THRIVE!  
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# 6 Weeks to Ninja

A weekly Productivity Ninja® programme



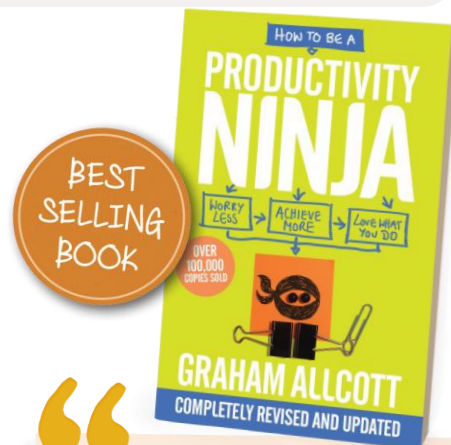
<b>Format</b>	2 hours a week for 6 weeks (live webinar)
<b>Breakdown</b>	<ul style="list-style-type: none"><li>▶ 50% group training and discussion</li><li>▶ 50% practical implementation and support</li></ul>
<b>Participants</b>	Minimum 20
<b>Programme Outline</b>	<ul style="list-style-type: none"><li>▶ WEEK 1 - The 9 Characteristics of the Productivity Ninja®</li><li>▶ WEEK 2 - Dealing with Overload: collecting and organising information and tasks</li><li>▶ WEEK 3 - Where to keep everything: your new Second Brain</li><li>▶ WEEK 4 - Staying on top of it all: Regular Review and Inbox Zero!</li><li>▶ WEEK 5 - Managing our minds: momentum, beating procrastination and getting stuff done</li><li>▶ WEEK 6 - Human, not Superhero: Work/life balance and making it all stick.</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>▶ A signed copy of How to be a Productivity Ninja®</li><li>▶ Access to a dedicated Whatsapp group for the duration of the programme, where your Productivity Ninja® and other participants will answer your questions, keep you motivated and hold you accountable</li><li>▶ Exclusive Full and Forever Access to our Productivity Ninja® Academy, online learning hub.</li></ul>

## Overview

Feeling stressed, overwhelmed or overworked? In need of some motivation, structure, or clarity in your work? Want a better work-life balance? Want to learn how to deliver and execute from our productivity experts?

This six week programme will help you transform your productivity, help you gain control and momentum... and much more!

Our Productivity Ninja will guide you and your team through some of the key principles from the book. You'll put things immediately into practice as you go, building up a set of new habits that will give you more structure, clarity and control. We'll also focus on the more subtle, human elements that mess up our productivity or stress us out, such as how to overcome procrastination, how to be kinder to ourselves and how to manage what's going on outside of work, too.



**Don't just take our word for it ...**

"I feel more focused and relaxed and am constantly reminding myself that I am human, not superhero!"

KATE GALBALLY, PRODUCTIVITY COACH & PROFESSIONAL ORGANISER

Google  
CUSTOMER REVIEWS





## Who should attend

Anyone responsible for juggling their own projects and priorities – from CEO/C-suite to entry level roles.

## Practical Requirements

- ▶ For our online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## What you'll discover and do

- ▶ Identify your current productivity and wellbeing challenges – and why the two are interlinked.
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- ▶ Why making time of quality thinking is vital for success – and practical ideas to make it happen.
- ▶ You'll de-clutter your head, step back, regroup and gain clarity and agility on your current commitments.
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# The Way of the Productivity Ninja® (Keynote)

Be Inspired, Form New Habits and Create Change Today!

<b>Format</b>	2-hour interactive keynote (live webinar or in-person)
<b>Participants</b>	Unlimited
<b>Results</b>	Inspiration and individual action plans to develop long-lasting Productivity Ninja® skills
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Learn the 9 Characteristics of the Productivity Ninja® to improve focus and combat overwhelm</li><li>▶ Productivity boosting ideas from the simplest techniques to the fanciest new apps</li><li>▶ Identify specific changes and tactics to improve personal productivity and wellbeing</li><li>▶ Reflection, inspiration and motivation for your team</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>▶ eCopy of Graham Allcott's bestselling book</li><li>▶ Action-oriented handouts/downloads</li><li>▶ Exclusive Access to The Productivity Ninja® Academy (online learning hub)</li><li>▶ Optional follow-on Virtual Ninja Clinic (extra cost)</li></ul>



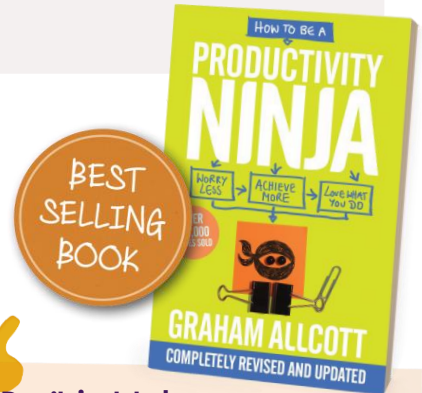
## Overview

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Our approach turns traditional time management on its head. Time is not your most precious resource: your attention is. We help you manage attention and focus, projects and actions, as well as choices and habits.

A Productivity Ninja® is calm and prepared, but also skilled and ruthless in how they deal with the many enemies of productivity and wellbeing.

We'll share with you the 9 Characteristics of the Productivity Ninja®, and help you identify specific ways you can implement them.



**Don't just take our word for it ...**

"Superb workshop delivered to my office's leadership team. Practical steps & lots of food for thought got the whole room thinking about little productivity tweaks. Everyone left on a huge positive wave of momentum. Highly recommended."

**SENIOR DELIVERY MANAGER  
BOOTS**



## Who should attend

Anyone responsible for juggling their own projects and priorities – from CEO/C-suite to entry level roles.

It's also perfect for team away days, conference keynotes and ice-breakers, breakfast sessions and 'lunch and learn' events.

## We're Flexible

This interactive seminar can be condensed to as short as 60 minutes or expanded to up to a 3-hour extended workout for your team if that better suits your event or group – we can explore these options together.

## Practical Requirements

- ▶ For in-person delivery, all we need is a meeting room in your office.
- ▶ This seminar works well in a wide range of spaces and room layouts depending on your event and venue, including theatre-style with no tables.
- ▶ For online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## Results

Reflection, inspiration, motivation, self-awareness of strengths and opportunities for improvement and lots of new ideas! An appreciation that very small changes in habits can lead to significant gains in time, Focus and wellbeing.

All participants produce individual action plans and 98% walk away with at least one action that will transform the way they work.



99%

of participants say  
this workshop will make  
a positive difference to  
their productivity



91%

of participants  
would recommend  
this session



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# Getting your Inbox to Zero

Get Email Overload Under Control to Gain Clarity,

Focus and Produce Your Best Work

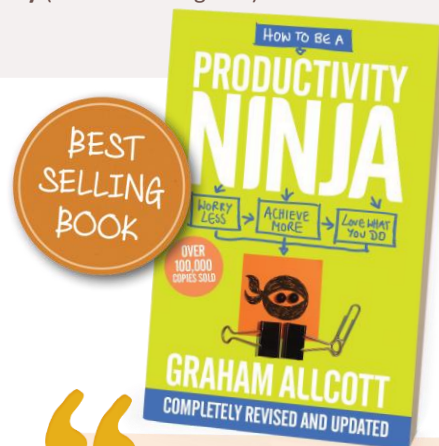
<b>Format</b>	3 hour interactive workshop (live webinar or in-person)
<b>Breakdown</b>	<ul style="list-style-type: none"><li>50% group training and discussion</li><li>50% practical implementation</li></ul>
<b>Participants</b>	Up to 15 (12 recommended for live webinar)
<b>Results</b>	Over 90% of participants get their inboxes to zero
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>Getting your inbox to zero on the day, and knowing how to keep it there</li><li>Making the space for the work that really matters (clue: it's usually not what's in your inbox)</li><li>Reduce stress (that "drowning" sensation) with an inbox zero and develop a clearer idea of where to focus</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>eCopy of Graham Allcott's bestselling book</li><li>Action-oriented handouts/downloads</li><li>Exclusive Access to The Productivity Ninja® Academy (online learning hub)</li><li>Optional follow-on Virtual Ninja Clinic (extra cost)</li></ul>

## Overview

If your inbox is out of control and email is taking over your working life, spend half a day with us and we'll help you get it all under control. You'll see email in a different way and learn to love it again.

## On the day implementation

This practical workshop, includes time with a Productivity Ninja® coaching each person individually with their real work to help you get your inbox to zero before the workshop's even finished. We're passionate about making real change there and then, not just talking about it, which is why this workshop has been described as life changing!



**Don't just take our word for it ...**

"It was 5 years ago when I attended your workshop. Inbox still at zero."

HEAD OF TRADING,  
SKY



## Who should attend

Anyone and everyone who uses email for work – from the CEO/C-suite to entry level roles.

If you're ever overwhelmed and distracted by emails, this session is for you.

## Practical Requirements

- ▶ For in-person delivery, all we need is a meeting room in your office.
- ▶ For online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## What you'll discover

- ▶ A fresh approach to email, tailored to your company's email software (e.g. Outlook, Gmail, etc).
- ▶ Learn how to develop ruthless focus for rapid email processing, saving time and sanity.
- ▶ Tips and tricks to simplify and even automate aspects of email management.
- ▶ Discover the magic of regularly achieving a zero inbox.
- ▶ Achieve a Zen-like feeling from seeing white space in your inbox and kudos from colleagues

## Results

96%

of participants get their inboxes to zero, and have the knowledge and skills to keep them there!



98%

of participants say this workshop will make a positive difference to their productivity



95%

of participants would recommend this session



**We'll help you reclaim 90 minutes a day by getting EMAILS under control.**

**For a team of 15, that's 630 days a year transferred to high value work for your business.**

## Blended Learning to "Make it Stick"

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# The Productivity Ninja's® Email Survival Guide

Get Email Overload Under Control to Gain Clarity,  
Focus and Produce Your Best Work



<b>Format</b>	2 hour interactive workshop (live webinar or in-person)
<b>Participants</b>	Unlimited
<b>Results</b>	We equip participants with the mindset and tools to get their inboxes to zero
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Become empowered &amp; equipped to get your inbox to zero, and how to keep it there</li><li>▶ Making the space for the work that really matters (clue: it's usually not what's in your inbox)</li><li>▶ Reduce stress (that "drowning" sensation) with an inbox zero and develop a clearer idea of where to focus</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>▶ eCopy of Graham Allcott's bestselling book</li><li>▶ Action-oriented handouts/downloads</li><li>▶ Exclusive Access to The Productivity Ninja® Academy (online learning hub)</li><li>▶ Optional follow-on Virtual Ninja Clinic (extra cost)</li></ul>

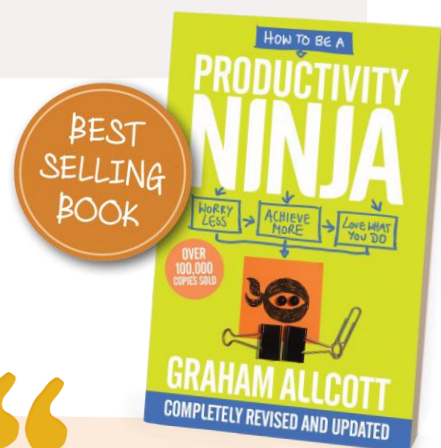
## Overview

If your inbox is out of control and email is taking over your working life, fear not – there is another way.

We'll look at the psychology of what makes email stressful and help you to re-evaluate its place in your working day, so that you can create the space for you to focus on creating real impact in your work.

By the time we're done, you'll have the tools and the empowered mindset to get your email all under control in the space of a couple of hours.

You'll see email in a completely different way and learn to love it again.



**Don't just take our word for it ...**

"Brilliant. The tips on managing the inbox were so helpful. Already at zero following lunch break!"

THAMES VALLEY POLICE



## Who should attend

Anyone and everyone who uses email for work – from the CEO/C-suite to entry level roles.

If you're ever overwhelmed and distracted by emails, this session is for you.

## Practical Requirements

- ▶ For in-person delivery, all we need is a meeting room in your office.
- ▶ For online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## We're Flexible

This interactive seminar can be condensed to 90 minutes (with a little less conversation and action-planning) if that better suits your event or group – we can explore these options together. If you absolutely want to make change happen on the day, we recommend our "Getting your Inbox to Zero" 3 hour practical workshop (up to 15 participants).

## What you'll discover

- ▶ A fresh approach to email, tailored to your company's email software (e.g. Outlook, Gmail, etc).
- ▶ Learn how to develop ruthless focus for rapid email processing, saving time and sanity.
- ▶ Tips and tricks to simplify and even automate aspects of email management.
- ▶ Discover the magic of regularly achieving a zero inbox.
- ▶ Achieve a Zen-like feeling from seeing white space in your inbox and kudos from colleagues



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of participants say  
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**We'll help you reclaim  
90 minutes a day by  
getting EMAILS under  
control.**

**For a team of 15, that's  
630 days a year  
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value work for your  
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# Fixing Meetings

Making Meetings Rare, Fun and Productive Again

<b>Format</b>	3 hour interactive workshop (live webinar or in-person)
<b>Participants</b>	Up to 20
<b>Results</b>	Helping you to reduce how much time you spend in meetings and making the meetings that you do attend ridiculously productive
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Participants leave with a set of practical tools to help them have better meetings and to positively challenge the culture of their organization's meeting addictions</li><li>▶ Part of the session involves making practical changes to real meetings (not just working on case study examples) so that changes are made on the day</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>▶ eCopy of Graham Allcott's bestselling book</li><li>▶ Action-oriented handouts/downloads</li><li>▶ Exclusive Access to The Productivity Ninja® Academy (online learning hub)</li><li>▶ Optional follow-on Virtual Ninja Clinic (extra cost)</li></ul>



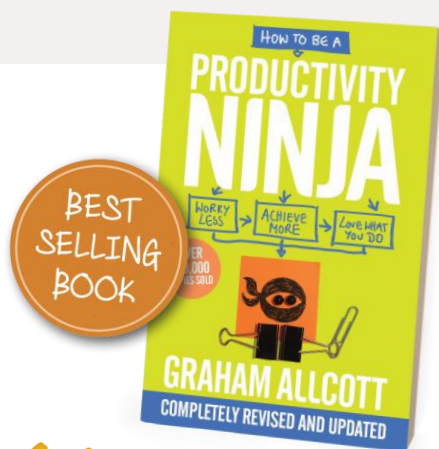
## Overview

We're on a mission to change the way the world thinks about meetings. We want to break the cycle of your calendar booked back to back. We want to create a culture where no one has to sit in a boring or unproductive meeting again.

This 3 hour workshop is packed with practical tips, tricks and tools to help your team make the most of any time spent in meetings – online or in real life!

We'll also empower every participant whatever their role, to cheekily and positively disrupt bad or outdated meetings habits. We will also spend time focusing on the cost of meetings and sometimes even help your team question the need for a meeting at all.

Adopting a blended learning approach, we complement the 3-hour workshop with forever access to on-line resources such as checklists, sample agenda and purpose statements.



“

**Don't just take our word for it ...**

“One of the most useful meetings I've ever been to! My meetings now have a clear purpose and feel more driven and results orientated.”

LEV EAKINS,  
BRIGHTON & HOVE FAITH  
IN ACTION

”





## Who should attend

Our approach involves the whole team in creating and holding Productivity Ninja®-style meetings.

This isn't just the job of the chair and the minute taker – so anybody who regularly attends meetings will benefit from attending this workshop.

## Practical Requirements

- ▶ For in-person delivery, all we need is a meeting room in your office.
- ▶ For online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## What you'll discover and do

- ▶ The true costs of meetings.
- ▶ Ways to say 'no' to meetings and combat cultural meetings addiction.
- ▶ Identifying when it is good to have a meeting.
- ▶ Discover the power of 40:20:40 rule.
- ▶ Productivity Ninja® techniques and meetings best practices from around the world.

## Results

Organizations where at least a quarter of their team have been to a Fixing Meetings Workshop have reported on average a 45% reduction time spent in meetings, resulting in huge cost savings, less stress and a renewed belief in the power of a good meeting.



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**We'll help you reclaim 60 minutes a week from unproductive MEETINGS.**

**For a team of 20, that's 118 days a year transferred to high value work (+multiplier effect across the business).**

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# The Productivity Ninja's® Meetings Survival Guide

Making Meetings Rare, Fun and Productive Again

<b>Format</b>	2 hour interactive workshop (live webinar or in-person)
<b>Participants</b>	Unlimited
<b>Results</b>	Helping you to reduce how much time you spend in meetings and making the meetings that you do attend ridiculously productive
<b>Key Benefits</b>	▶ Participants leave with a set of practical tools to help them have better meetings and to positively challenge the culture of their organization's meeting addictions
<b>Blended Learning</b>	▶ eCopy of Graham Allcott's bestselling book ▶ Action-oriented handouts/downloads ▶ Exclusive Access to The Productivity Ninja® Academy (online learning hub) ▶ Optional follow-on Virtual Ninja Clinic (extra cost)



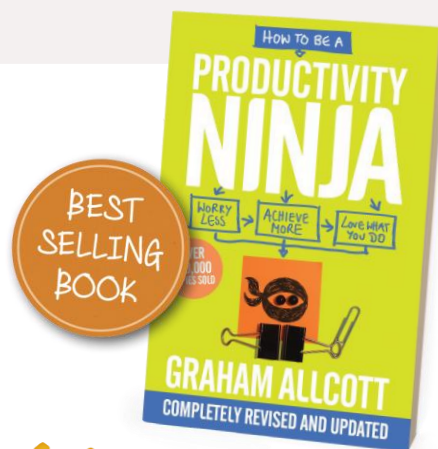
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Adopting a blended learning approach, we complement the workshop with forever access to on-line resources such as meeting checklists, sample agenda and purpose statements.



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- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## We're Flexible

This interactive seminar can be condensed to 90 minutes (with a little less conversation and action-planning) if that better suits your event or group – we can explore these options together. If you'd like deeper discussions about culture and habits, and to get people working practically on the real meetings they have coming up, we recommend our "Fixing Meetings" 3 hour workshop (up to 20 participants).

## What you'll discover and do

- ▶ The true costs of meetings.
- ▶ Ways to say 'no' to meetings and combat cultural meetings addiction.
- ▶ Identifying when it is good to have a meeting.
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# Supercharge Your Team Comms

Powerful team communication and  
collaboration without the overwhelm



<b>Format</b>	3 hour interactive workshop (live webinar or in-person)
<b>Breakdown</b>	<ul style="list-style-type: none"><li>▶ 50% group training and discussion</li><li>▶ 50% practical activities and facilitated group work</li></ul>
<b>Participants</b>	Up to 20
<b>Results</b>	Discuss and streamline your comms strategy and create a "Comms Manifesto". Reduce overwhelm, increase clarity and improve collaboration.
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Productivity Ninja® tips, tricks and tactics for communication that improves connection, engagement and wellbeing.</li><li>▶ Psychology before technology – together we'll audit your current comms tools (including emails) and reduce confusion and overwhelm.</li><li>▶ Develop a "Comms Manifesto" to share with the organisation - create clarity, confidence and efficiency.</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>▶ eCopy of Graham Allcott's bestselling book</li><li>▶ Action-oriented handouts/downloads</li><li>▶ Exclusive Access to The Productivity Ninja® Academy (online learning hub)</li><li>▶ Optional follow-on Virtual Ninja Clinic (extra cost)</li></ul>

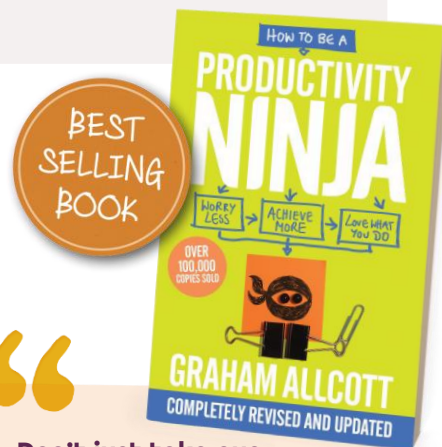
## Overview

In the increasingly complex, ambiguous and multi-platform world of work, it's time to ask ourselves, "What are the rules"?

From email, to Slack, IM, Whatsapp and project management apps, with so many options, it's confusing and frustrating to know which of the many tools and channels to use for effective and efficient communication. The overwhelm of sooooo many Inboxes is often crippling. The effects on our wellbeing and work-life balance, often toxic.

How we build company culture has never been more important, and every aspect of our communication is fundamental to ensuring our culture is consistently nurtured.

In this workshop, we'll empower your teams to understand the role that great comms plays in not only supporting them to produce their best work, but in creating a more positive, collaborative and confident culture.



**Don't just take our word for it ...**

"The session compels you to question your current approach and look for ways to influence your performance."

Tracey - TAFE NSW

Google  
CUSTOMER REVIEWS



## Who should attend

A cross functional team at various levels in the organisation will support the creation of a manifesto for the broader business. Also suitable for intact teams to improve their own comms.

## Practical Requirements

- ▶ For in-person delivery, all we need is a meeting room in your office.
- ▶ For online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## What you'll discover and do

- ▶ Understand the role of great comms in your organisation and the impact on culture & people.
- ▶ Identify 'bad' comms behaviours and why the brain is so easily overwhelmed and distracted by the barrage of daily incoming info.
- ▶ Understand the difference between 'connectivity' and 'productivity'.
- ▶ Hone your channel strategy and tool selection.
- ▶ Develop a "Comms Manifesto" to capture your team's ideas and best ways of working to share with the rest of the organisation.

## Results

A "Comms Manifesto" specific to your organisation, to improve communications, reduce stress and nurture your organisation's culture! Create clarity, confidence and efficiency.



95%

of participants say our workshops will make a positive difference to their productivity



94%

of participants would recommend our workshops



## Blended Learning to "Make it Stick"

We're passionate about creating real change that lasts, and truly embedding new habits. That's why every workshop participant gets:

- ▶ An eCopy of Graham's book
- ▶ Action-oriented handouts/downloads
- ▶ Exclusive access to The Productivity Ninja® Academy, with eCourses, tutorials and a workshop booster pack.  
<https://academy.thinkproductive.com>
- ▶ Optional Follow-on Virtual Ninja Clinic (extra cost)

YOUR PEOPLE WILL **SHINE**. YOUR ORGANIZATION WILL THRIVE!  
**CALL US TODAY!**



# The Productivity Ninja's® Guide to Hybrid Working

Making great work happen, wherever we are



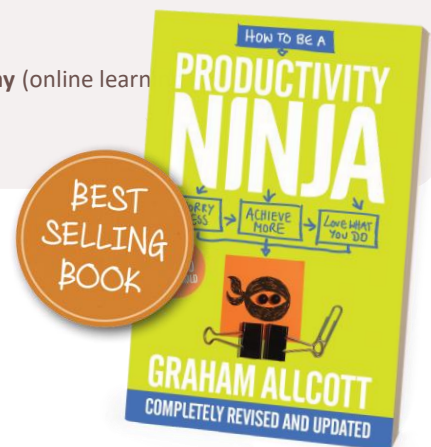
<b>Format</b>	2-hour interactive seminar (live webinar or in-person)
<b>Participants</b>	Up to 100
<b>Results</b>	Inspiration, ideas and tools to develop Productivity Ninja® skills for hybrid working
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Learn why attention management matters now, more than ever</li><li>▶ Find the right balance between focus and collaboration, avoiding disconnection and over-connection</li><li>▶ New rules of engagement for how we communicate and collaborate</li><li>▶ Mindset shifts to help make great work happen, individually or collectively, wherever we are</li><li>▶ Wellbeing and sustainability – beyond crisis mode and into a new work-life rhythm</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>▶ eCopy of Graham Allcott's bestselling book</li><li>▶ Action-oriented handouts/downloads</li><li>▶ Exclusive Access to The Productivity Ninja® Academy (online learn)</li><li>▶ Optional follow-on Virtual Ninja Clinic (extra cost)</li></ul>

## Overview

Hybrid working has become the norm for many organizations. We may be familiar with the technology and even have clear policies in place, but what about our personal productivity practices? How do we work individually and collectively in different locations and with distributed teams?

This session will guide you through the '4 Modes of Work' that exist in the hybrid world, sharing strategies to maximise your productivity and wellbeing in each one.

You'll learn why attention management matters now, more than ever. We'll guide you through finding the right balance between focus and collaboration, avoiding disconnection and over-connection. And you'll come away with ideas, inspiration and practical tools to make great work happen, wherever you are - both for yourself, and for your team.



**Don't just take our word for it ...**

"I found the different types of working very informative - I never gave it much thought, but it makes sense. Also, ideas on how I can protect my attention and my best working time - I will definitely make use of those tools ASAP!"

UNIVERSITY OF EDINBURGH

Google  
CUSTOMER REVIEWS





## Who should attend

Anyone working from home, or in a hybrid/blended team, responsible for juggling their own projects and priorities.

Our live expert facilitation creates a safe space for your people to have real discussions that are impactful.

## We're Flexible

This interactive seminar can be flexed to as short as 60 minutes or expanded to up to a 2.5 hour workshop if that better suits your team – we can explore these options together.

## Practical Requirements

- ▶ We host the webinar on Zoom, but it can also be delivered on your own video-conferencing platform, as long as our Productivity Ninja® has access beforehand.
- ▶ We can also deliver this as an in-person workshop if preferred!
- ▶ Our friendly team will walk you through all the logistics at the time of booking.



## Results

Ideas and tools to develop Productivity Ninja® skills for hybrid or blended working. Suggested apps to help manage distractions and better manage productive-working. Inspiration to encourage well-being and better work-life balance.

99%

of participants say  
our workshops will make  
a positive difference to  
their productivity



**Ideal way to sustainably  
support your team through  
the changing work  
environment.**



## Blended Learning to “Make it Stick”

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- ▶ Action-oriented handouts/downloads
- ▶ Exclusive access to The Productivity Ninja® Academy, with eCourses, tutorials and a workshop booster pack.  
<https://academy.thinkproductive.com>
- ▶ Optional Follow-on Virtual Ninja Clinic (extra cost)

YOUR PEOPLE WILL **SHINE**. YOUR ORGANIZATION WILL THRIVE!  
**CALL US TODAY!**



# Leading Hybrid Teams

Manage outcomes. Give control. Build trust.



## Format

Two-hour interactive workshop (live webinar or in-person)

## Participants

Up to 20 people

## Results

This interactive session will enable managers to lead a high-performing team in a remote working environment with clarity and momentum.

We show how working in a hybrid or blended environment can actually be an improvement on being permanently 'stuck in an office'. We offer practical tools and strategies to lead and create the right culture for productivity and wellbeing - even when you don't control the physical environment.

## Key Benefits

- ▶ Understand the pitfalls of some hybrid working practices
- ▶ Focus on optimisation, not control
- ▶ Redefine our roles as Leaders, rather than Managers
- ▶ Build an action-based culture
- ▶ Resolve the "over-responsiveness" conundrum
- ▶ Manage expectations about availability, responsiveness and quality
- ▶ Shift team thinking from activities to outcomes
- ▶ Embed Trust as the ultimate organisational lubricant

## Blended Learning

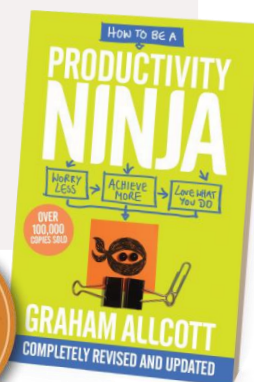
- ▶ eCopy of Graham Allcott's best-selling book
- ▶ Action-oriented handouts/downloads
- ▶ Exclusive Access to The Productivity Ninja® Academy (online resources)
- ▶ Optional follow-on Virtual Ninja Clinic (extra cost)

## Overview

"Working from home" has often been viewed with suspicion. But organisations like The United Nations Development Programme, Dell and indeed Think Productive have operated almost exclusively remotely for years. We've long seen remote working as a flexible, agile competitive advantage.

Now we're in a world of hybrid working. So, how do you manage people you can't see – or not all the time? What does "Office Hours" mean? When people have conflicting work and personal priorities, other stuff to do in the day, and varied, flexible remote schedules, how do you make sure that the work gets done? Is high value work even possible when we are infrequently in the same space? What role does tech play in all of this?

Delivered by one of our expert Productivity Ninjas® (all of whom work remotely), this two-hour interactive workshop looks at strategic perspectives as well as practical tools and take-aways, helping you lead a productive, agile, happy and informed hybrid team.



BEST  
SELLING  
BOOK

**Don't just take our word for it ...**

"Very thought provoking and a great sharing atmosphere. It allowed exploration into topics in a more organisation personalised way."

RESEARCH DELIVERY MANAGER  
CLINICAL RESEARCH NETWORK

Google

CUSTOMER REVIEWS



## Who should attend

Managers and leaders whose people are working remotely or as a hybrid or blended team (combination of home/office/co-working/on the road).

## Practical Requirements

- ▶ We host the webinar on Zoom, but it can also be delivered on your own video-conferencing platform, as long as our trainer has access beforehand.
- ▶ We can also deliver this as an in-person workshop if preferred!
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## What you'll learn & discover

- ▶ The opportunities that hybrid working brings - as well as how to deal with the threats.
- ▶ Why culture matters more – not less – when people work from home.
- ▶ How to manage the work – not the people.
- ▶ How outcome-based thinking will drive the organisation.
- ▶ What a low-friction, high-impact culture feels like.

## Results

The strategic mindset and practical tools to lead a hybrid working team. Understanding some of the pitfalls and challenges that come with hybrid working, particularly in periods of change. Ideas and take-aways to start creating the right hybrid working culture straight away, with a focus on productivity and staff wellbeing.



99%

of participants say  
our workshops will make  
a positive difference to  
their productivity



**Ideal way to support your  
Managers leading remote  
or hybrid teams**



## Blended Learning to “Make it Stick”

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- ▶ An eCopy of Graham's book
- ▶ Action-oriented handouts/downloads
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YOUR PEOPLE WILL **SHINE**. YOUR ORGANIZATION WILL THRIVE!  
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# Delegate like a Productivity Ninja®

Empower your Team. Reclaim your Time.

<b>Format</b>	3 hour interactive workshop (live webinar or in-person)
<b>Participants</b>	Up to 20
<b>Breakdown</b>	<ul style="list-style-type: none"><li>60% training and discussion.</li><li>40% planning and putting the ground work in place.</li></ul>
<b>Results</b>	A new plan for each participant about what to delegate and how to do it - to improve productivity and communication, reduce stress and create an organisation of thinkers.
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>Taking a fresh look at what stops you delegating and overcoming this.</li><li>Planning what delegation will look like in the future and in detail, so people can leave the session ready to put learning into action.</li><li>Taking the time to consider the strengths of the people around you and allowing for better delegation to the right people.</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>eCopy of Graham Allcott's bestselling book</li><li>Action-oriented handouts/downloads</li><li>Exclusive Access to The Productivity Ninja® Academy (online learning hub)</li><li>Optional follow-on Virtual Ninja Clinic (extra cost)</li></ul>

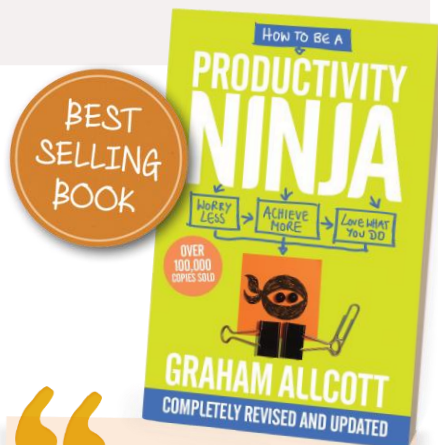


## Overview

Did you know you that by optimising the way your people delegate, you can build an organisation of thinkers? Delegating and doing it brilliantly empowers your team members to think and to problem-solve in new and innovative ways. Suddenly you are building a culture of thinking, engaged, motivated problem-solvers, rather than a culture of overloaded, responsibility-burdened managers.

This workshop shares our Productivity Ninja® approach to brilliant delegation, helps your people see how their delegation style can affect others, and reveals the unstoppable personal and wider benefits of delegation to reclaim time and to reshape the culture to create an organisation of thinkers.

This session is for people who have others to delegate to (up, down, sideways, internally or externally). The focus is on challenging existing assumptions, using our checklist to plan delegation in the future, and thinking in a different way about what is delegated and to whom. A good proportion of this course is spent doing, so people will leave ready to start delegating the right things to the right people.



**Don't just take our word for it ...**

"Content was really good and engaging with lots of good ideas taken away."

SALES OPERATIONS MANAGER  
WESLEYAN

Google  
CUSTOMER REVIEWS



## Who should attend

People who have someone to manage or rely on others to do things within a matrix structure. This could be within your team or delegating to external contractors.

## Practical Requirements

- ▶ For in-person delivery, all we need is a meeting room in your office.
- ▶ For online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## What you'll discover and do

- ▶ How delegation is crucial for personal productivity and organisational impact.
- ▶ How to delegate the right things to the right people.
- ▶ How to monitor delegated work effectively.
- ▶ How to keep updated and evaluate success at the end.
- ▶ You'll listen, discuss, think, think some more, and plan your next steps.



## Results

A new plan for each participant about what to delegate and how to do it - to improve productivity and communication, reduce stress and create an organisation of thinkers.

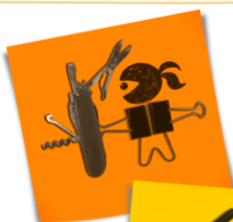
99%

of participants say  
our workshops will make  
a positive difference to  
their productivity



94%

of participants  
would recommend  
our workshops



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# How to be a Study Ninja™

Study smarter, focus better and achieve more!

<b>Format</b>	2-hour interactive workshop (live webinar or in-person)
<b>Participants</b>	Unlimited
<b>Results</b>	Inspirations and individual action plans to help develop Study Ninja™ level skills.
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Use the 9 Characteristics of the Study Ninja™ to identify specific changes &amp; tactics to improve your personal productivity and wellbeing.</li><li>▶ Review your current habits, get new inspirations and lots new ideas – and have fun!</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>▶ eCopy of 'How to be a Productivity Ninja' book</li><li>▶ Action-oriented handouts/downloads</li><li>▶ Exclusive Access to The Productivity Ninja® Academy (online learning hub)</li><li>▶ Optional follow-on Virtual Ninja Clinic (extra cost)</li></ul>

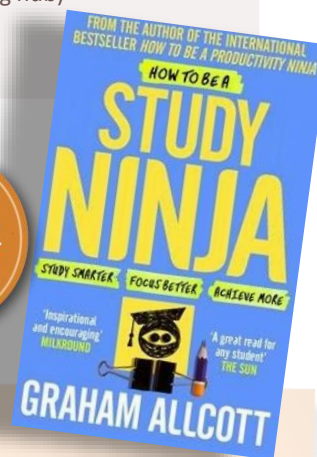
## Overview

The deeper you get into your studies, the more potential there is for 'everyday life' get in the way. It can be overwhelming. Making space for studying, working, socializing, having a 'life' is half the battle. Feeling good about it is the other half!

In this workshop, we'll re-ignite your passion for learning and self-care with Ninja-style mindset, skills, habits, tips and tricks.

A Study Ninja™ is calm and prepared, but also skilled and ruthless in how they deal with the many enemies of productivity and wellbeing.

We'll share with you the 9 Characteristics of the Study Ninja™, and help you identify specific ways you can implement.



**Don't just take our word for it ...**

"A wonderful & informative experience. I can use what has been taught in my daily life... Overall, outstanding!!!"

Will, Student, University of South Australia



Google

CUSTOMER REVIEWS





## Who should attend

Anyone who is juggling studying with life! If you're trying to figure out how to manage your own study, projects and priorities, this session is for you. It's an action-oriented workshop; you'll walk away feeling more in control and ready to study with focus and energy.

## We're Flexible

This 2-hour workshop can be condensed to as short as 60 or 90 minutes for your team if that better suits your event or group – we can explore these options together.

## Practical Requirements

- ▶ For in-person delivery, all we need is a meeting room in your office.
- ▶ This seminar works well in a wide range of spaces and room layouts depending on your event and venue, including theatre-style with no tables.
- ▶ For online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## Results

Reflection, inspiration, motivation, self-awareness of strengths and opportunities for improvement and lots of new ideas! An appreciation that very small changes in habits can lead to significant gains in time, Focus and wellbeing.

All participants produce individual action plans and 98% walk away with at least one action that will transform the way they study.



99%

of participants say  
this workshop will make  
a positive difference to  
their productivity



91%

of participants  
would recommend  
this session



## Blended Learning to “Make it Stick”

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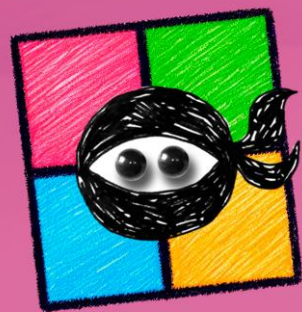
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# Microsoft for Productivity Ninjas®

## Bossing the tech



<b>Format</b>	6 hour workshop + lunch break (live webinar or in-person) <i>We recommend splitting over 2 days for live virtual delivery</i>
<b>Breakdown</b>	<ul style="list-style-type: none"><li>50% group training and discussion</li><li>50% practical implementation, action planning and support</li></ul>
<b>Participants</b>	Up to 15
<b>Results</b>	Unlock the full potential of Microsoft technologies and transform the way you and your team work. Break free from the overwhelm and duplication, and instead, harness the true power of Microsoft 365 to enhance your efficiency and achieve your goals.
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>Explore untapped features within Microsoft 365 to streamline your workflow.</li><li>Learn techniques to eliminate duplication and gain a clearer perspective on your tasks.</li><li>Funnel incoming actions into a centralized system, reducing chaos and ensuring nothing falls through the cracks.</li><li>Avoid the 'what am I forgetting?' feeling by aligning your personal priorities with team projects and deadlines.</li></ul>
<b>Blended Learning</b>	<ul style="list-style-type: none"><li>Action-oriented handouts/downloads</li><li>Exclusive Access to The Productivity Ninja® Academy (online learning hub)</li><li>Optional follow-on Virtual Ninja Clinic to make the learning stick (extra cost)</li></ul>

## Overview

Outlook emails. Teams calls. Teams messages ... the list goes on!

Microsoft applications were all designed to serve the user and positively affect their productivity. Yet so many of our clients tell us that these same applications are in fact their main barrier to productivity. They are simply getting in the way of people getting stuff done.

This workshop is designed for humans – not technology geeks (though 'geeks' are always welcome!). Learn how to utilise and connect essential features across a range of Microsoft applications to take control of your attention and mindset. All in human-speak.

“

**Don't just take our word for it ...**

“Opened my eyes to so many new tools that I now use every day”

ELENA KERRIGAN,  
THINK PRODUCTIVE MD

”



## Who should attend

Anyone responsible for juggling their own projects and priorities – from CEO/C-suite to entry level roles.

## Practical Requirements

- ▶ For in-person delivery, all we need is a meeting room in your office.
- ▶ For online delivery, we use Zoom, but we can use your preferred conferencing platform as long as our Productivity Ninja® has access beforehand.
- ▶ All participants will need access to a computer with Microsoft 365 installed.
- ▶ Our friendly team will walk you through all the logistics at the time of booking.

## What you'll discover and do

- ▶ You'll discover a whole host of Microsoft apps and features that will rock your world and create more thinking space ... Outlook, Teams, OneNote, Lists, Planner, Forms, Approvals (plus more!).
- ▶ You'll be blown away by the possibilities for project collaboration and planning within Microsoft 365.
- ▶ You'll get in control of your actual workload by building a workable 'Microsoft second brain' system right there on the day, supported by your Productivity Ninja®.
- ▶ You'll de-clutter your head, step back, regroup and gain clarity and agility on your current commitments and team projects.

## Results

82%

of participants implement our productivity model and feel significantly more in control of their work.



99%

of participants say our workshops will make a positive difference to their productivity



94%

of participants would recommend this session





# Project Management 101

Be the Project Manager who wows the rest!



<b>Participants</b>	Up to 15
<b>Format</b>	6 hours + 1hr lunch break (online or in person)
<b>Results</b>	Confidence and control in delivering successful projects, big or small
<b>Who should attend?</b>	<ul style="list-style-type: none"><li>➤ Anybody new to Project Management</li><li>➤ Anybody with just a little experience in Project Management and looking to build on their skills</li></ul>
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>➤ Learn how to build a project from scratch or build up your existing skills</li><li>➤ Leave the session with practical tools and techniques to put into practice straight away</li><li>➤ Explore and understand the people skills involved with project management</li></ul>
<b>Overview</b>	<p>We all have to deliver high-value project outcomes. But not all of us have a formal Project Management qualification. So, how do we achieve what we need to achieve?</p> <p>By the end of this workshop, participants will have a simple, repeatable framework for delivering large and small projects on time, on budget and effectively. Every time.</p>
<b>Blended Learning</b>	All participants receive exclusive access to The Productivity Ninja Academy after the workshop, where they'll get free resources to help make the learning stick.

94%

of participants  
would  
recommend  
our workshops

“

**Don't just take our  
word for it ...**

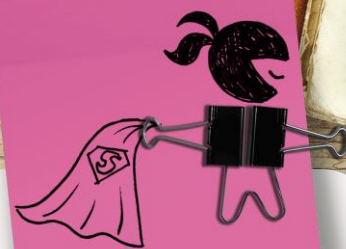
"Amazing session so  
much to take away  
and really use"

WORKSHOP PARTICIPANT  
DIA GEO

”

# The Productivity Ninjas Guide to Human, not Superhero

Putting wellbeing at the center of how we work



**Format** 2-hour keynote (live webinar or in-person)

**Participants** Unlimited

**Results** Inspiration and action-planning to achieve sustainable productivity, through the lens of wellbeing and resilience.

**What you'll discover & do**

- ▶ A new understanding of how we as human beings sustainably do our best, most impactful work;
- ▶ An awareness of what gets in the way and what makes work stressful;
- ▶ Real-life strategies and inspiration (individually and collectively) for creating the right conditions for doing our best work.

**Overview**

Old School Productivity thinking was all about efficiency and squeezing as much as we could out of our time (and ourselves). But when it comes to human work, squeezing out every last drop of efficiency often squeezes out the things we humans do best – our creativity, compassion, openness to opportunity, and capacity for collaboration and change.

To unlock sustainable human productivity, wellbeing needs to take centre stage. And then we can step back and ask ourselves, what does “good work” even look like?

During this interactive keynote, we'll share insights, ideas and practical tips on how we as humans do our best work - in a way that does *us* good, as well as the good we're doing out there in the world.

We'll explore the common sources behind work-related stress and strategies to reduce it. And your people will have the space and flexibility to delve deeper together into particular problems or opportunity areas they may want to zoom into, like team communication, how your organization culture handles “mistakes” or building psychological safety.

If you understand the business case for wellbeing and want to keep weaving it into your culture as a core thread that runs through the day-to-day work of your people, then this is the session for you.

94%

of participants  
would  
recommend  
our workshops

“

**Don't just take our word for it...**

“Life changing is how I would describe Think Productive's methods”

Sonia Sparkles  
Symantec Global Consulting

”

# Influencing & Persuading

Uncovering the psychology to transform your influencing skills



**Participants** Up to 15

**Format** 6 hours + 1hr lunch break (online or in person)

**Who should attend?** Anyone who wants to understand how individuals think differently and will therefore be influenced in different ways. For those who need to get others on board with new ideas, drive internal change or challenge people's thinking in an inspiring and empowering way.

**Learning Outcomes**

- ▶ Become empowered by harnessing your individual influencing style
- ▶ Understand the psychology of influencing, including how your body language, words and work culture impact your ability to persuade
- ▶ Develop the skills to adapt your strategy according to the culture and stakeholders you are looking to influence or motivate.

**Overview** Your ability to influence is one of the key human skills needed for success in the workplace, at any stage of your career.

The old style of command and control (just telling people!) is giving way to collaboration, cross-team and partnership working, so effective influence and persuasion is critical.

In this highly practical workshop, you'll be reflecting on your own personal style and we'll be opening the doors to psychological skills such as active listening, empathetic questioning and positive framing. You'll gain an understanding of how different people think and how the organizational culture you're in affects your ability to influence.

By the time you leave, you'll get how influencing works and be equipped with the techniques and strategies to transform your confidence in influencing and persuading others.

**94%** of participants  
would  
recommend  
our workshops

**“ Don't just take our word for it ...**

“Life changing is how I would describe Think Productive's methods’

Sonia Sparkles  
Symantec Global Consulting

**”**



# Why we don't work Fridays

Uncovering the secrets of the Four Day Week.



**Format** 2-hour interactive keynote (live webinar or in-person)

**Participants** Up to 100

**Results** Inspiration, ideas and Productivity Ninja® strategies for the future of work.

## Who should attend?

- ▶ Anyone looking to implement a more flexible work model for their Knowledge Workers or;
- ▶ Anyone interested in real-life innovative work models or;
- ▶ Anyone looking for inspiration for a more human, healthier and happier future of work

## What you'll discover & do

- ▶ Learn about our working model and how we implemented it
- ▶ Insights into the benefits and also the challenges of a 4DW
- ▶ Ideas for how to support (overloaded) team members with concerns
- ▶ Mindset changes around taking breaks, the real meaning of productivity, busyness and making space for what matters.
- ▶ Practical strategies and action-planning for fitting 5 work days into 4

## Overview

Think Productive launched its Four Day Week back in 2011 (waaaay before it was “cool” or on anyone else’s radar) and have never looked back. As productivity experts, and global pioneers of the 4 Day Working Week, we’re often asked: how on earth do you fit 5 days into 4?

Join us on this inspiring Keynote as we reveal the incredible benefits, challenges and strategies for a successful 4 Day Week, from the unique perspective of a team of productivity and wellbeing geeks.

After over a decade of working in this way, we can truly say it’s life-changing, and firmly believe it’s the future of work.

In the meantime, even if the 4DW feels like a distant pipedream, we’ll show you, the enlightened knowledge worker, how to use the Productivity Ninja® mindset and strategies to make space for what matters.

Let’s do this!

94%

of participants  
would  
recommend  
our workshops

**Don't just take our word for it ...**

“This has inspired me again. Your team is ALWAYS amazing. I LOVE the Forward thinking.”

SESSION PARTICIPANT  
RED DEER COLLEGE

# Understanding Emotional Intelligence

Unlock self-awareness. Unleash success.



**Format** 3-hour masterclass (live webinar or in-person)

**Participants** Up to 20

**Who should attend?** Anyone who works as part of a team who would like to be more aware of how their emotions impact the team and how to manage them better.

**What you'll discover & do**

- ✔ Understand the theory of Emotional Intelligence and its key elements
- ✔ Reflect on your own levels of Emotional Intelligence
- ✔ Learn how to identify your own emotional triggers
- ✔ Develop strategies to increase the level of Emotional Intelligence in yourself and others

**Overview** Are you or your team technically proficient but struggling to consistently do your best work?

Often what's needed to unlock a potentially highly engaged, motivated and successful team is the ability of its team members and leaders to manage the emotions that get in the way.

That's where Emotional Intelligence comes in. Emotional Intelligence can be the difference between teams that cope and teams that excel.

During this masterclass, you will have the opportunity to consider your own level of Emotional Intelligence and that of others too. You will be given a framework to understand why we behave as we do and how to change this if needed.

You'll build up a strong combination of emotional awareness, self-management, and social skills and find navigating work relationships easier and more rewarding for you and your colleagues.

94%

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our workshops

“

**Don't just take our word for it...**

“Life changing is how I would describe Think Productive's methods”

Sonia Sparkles  
Symantec Global Consulting

”

# Nutrition for Energy

Upgrade Your Plate. Transform Your Day



**Format** 2-hour interactive keynote seminar

**Delivery** Online or face to face

**Participants** Max 15 delegates for a bespoke session based on your group's habits (pre-questionnaires) or Unlimited Delegates for a Maximum Impact Keynote!

**Who is this course for?**

- ▶ Anyone responsible for juggling their own projects, priorities and commitments alongside managing their attention and productivity.
- ▶ Anyone looking to inspire a healthier and happier and more human work-life.

**Key Benefits**

- ▶ Be empowered to make more energising food choices immediately
- ▶ Create a sustainable approach to food that works for you and your lifestyle
- ▶ Develop a mindset and understanding that helps nourish you better forever

**Overview**

We all know the benefits of healthy eating, but in practice it often seems impossible alongside a busy lifestyle and our work schedules. What we eat and fuel ourselves with each day is often bottom of our to-do list. But what if that didn't have to be the case? What if your meals actually gave you more time, boosting your productivity, increasing your focus, and ensuring that you don't fall victim to that daily 3pm energy slump? What if with a few easy upgrades, you could transform your plate and your entire day at the same time.

Ultimately WE get to choose how WE want to feel through small acts each day. The magic really happens when these become regular parts of our routine, we need to be aware of not just the WHAT to eat, but WHEN and most importantly HOW to make it happen.

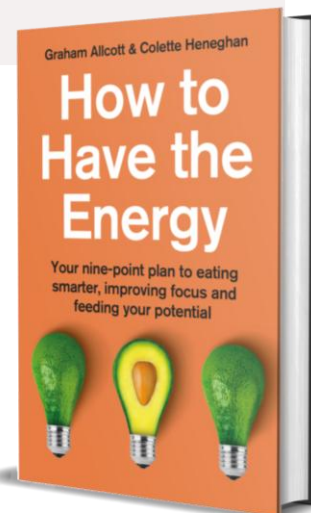
In this masterclass we simplify the often complex world of nutrition, through distilling the key practices we need to adopt to help us make regular energising choices. We show you how to start immediately and the key supportive habits and practices that ensure we are able to choose energy no matter our schedules, our cooking skills or what's in the fridge!

94%

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our workshops

**think  
productive**  
REIMAGINING WORK

For this session we've  
partnered up with  
Optimum Living, whose  
Founder, Colette  
Heneghan, co-authored  
"How to Have the  
Energy" book with Think  
Productive Founder  
Graham Allcott





# Mental Health Awareness in the Workplace

It's okay not to be okay



**Format** 4-hour Workshop

**Delivery** Online or face to face

**Participants** Max 25 delegates

**Who should attend?**

- ▶ This workshop is suitable for anybody looking to gain a basic understanding in mental health awareness, in order to better support and understand themselves and their colleagues.
- ▶ For those who feel they need a little something more in-depth try our certified two day Mental Health First Aider course.

**Key Benefits**

- ▶ Gain a basic understanding of what mental health is and how this impacts us in the workplace.
- ▶ Understand 'stress' and common Mental Health Problems.
- ▶ Become aware of where to signpost to, including in times of crisis.
- ▶ Consider what it is to non-judgmentally listen.

**Overview**

Did you know stress and mental illness are amongst some of the most common reasons for sickness absence? Not only this, but presenteeism is a leading cause of under productivity in the workplace. This half day course will introduce you to basics of mental illness and will give you confidence in how to approach and realistically support someone at work who may not be ok (including yourself!).

94%

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“

**Don't just take our  
word for it ...**

"Amazing session so  
much to take away  
and really use"

WORKSHOP PARTICIPANT  
DIAGEO

”

# Coaching to Empower

Discover the power of coaching to engage and developing a team of problem-solvers



**Participants** Up to 20

**Format** 3 hours (online or in person)

**Who should attend?** Anyone who works with or leads other humans!

**Learning Outcomes**

- ▶ Discover the skills required to be a great coach; evaluate your coaching competency.
- ▶ Learn to facilitate conversations by leveraging reflective listening to identify the root cause of issues.
- ▶ Encourage ownership of issues by asking for – versus assuming – the goal of solving the current problem.
- ▶ Use a simple framework to understand a team member's desire/ability to solve issues on a case-by-case basis.
- ▶ Know when to "help" in the problem-solving process and what that looks like when done successfully.
- ▶ Ensure ownership by allowing them to decide on a solution for implementation.

**Overview** During this half-day workshop, you'll learn how to harness your unique coaching style to create a culture of high performance, trust, and safety within your team. You'll discover how to increase responsibility, self-awareness and self-belief in your people, whilst providing a good balance of support and challenge through upping your own listening and questioning skills.

You'll come away with an action and accountability plan so you can continue to develop your coaching skills, which you can use to unlock your team's potential!

**94%** of participants would recommend our workshops

“

**Don't just take our word for it ...**

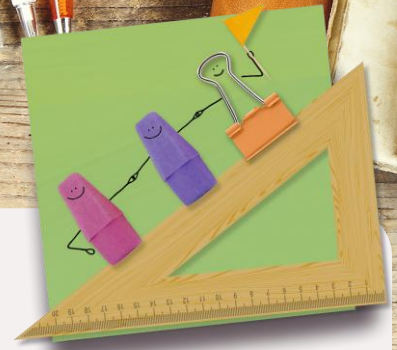
“Life changing is how I would describe Think Productive's methods’

Sonia Sparkles  
Symantec Global Consulting

”

# The Manager Role

Understanding your personal style as a manager



**Format** 3-hour masterclass (live webinar or in-person)

**Participants** Up to 20

**Who would benefit from this?** Aspiring, Supervisory or First-Line Managers, and Team Leaders.

**What you'll discover & do**

- ▶ Explore your own management style and its impact on your team.
- ▶ Define & understand the key elements of the manager role.
- ▶ Discover good management qualities and how you can practice them in your world of work.

**Overview** One of the hardest transitions is to move from “doing the doing” to “managing the doing”.

We all have our own styles of management and we need to learn how to subtly adapt our styles depending on the situation.

This masterclass will enable you to reflect on how you currently carry out the manager role, the benefits and limitations of your style and whether there are any quick wins to propel you to further success.

You'll learn the differences between leadership and management, how to identify when you need to switch between these two “hats” and how to do so successfully.

You will also have the opportunity to self-reflect on how you balance the various aspects of your manager role, and you'll come away with a clear list of actions to help you become a more effective manager.

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Symantec Global Consulting





# The Four Tendencies

Create long-lasting habits & transform your working relationships

## THE FOUR TENDENCIES

**Participants** Unlimited

**Format** 2 hours (online or in person)

**Who should attend?**

- ▶ Anyone at any level who is a human and works with other humans!
- ▶ Anyone who wants to be better at creating habits for themselves.

**Learning Outcomes**

- ▶ Learn how to make better decisions, meet deadlines and do the stuff you promised yourself you would do.
- ▶ Understand the tendencies of the people around you, to transform how you communicate with, and motivate each other.
- ▶ Discover how the Four Tendencies model can be applied to wider interactions with your stakeholders and customers, impacting your ability to influence and persuade.

**Overview** Applying Gretchen Rubin's "Four Tendencies", the amazingly simple but powerful personality profiling model to your world of work will not only transform your understanding of what motivates you and your colleagues but will also open up a whole new toolbox for how to communicate with stakeholders and customers at every level.

During this session we'll explore the pros and cons of each tendency and help you to identify which tendency applies to you and to those around you. With this knowledge, you'll be equipped to really tailor your communications and interactions with your colleagues (trust us, they will no longer ignore you!), but also to wider groups and stakeholders outside your own "tendency bubble".

We'll even spend some time action-planning how you will use these techniques in real life. (And the benefits very often spill out into your personal relationships too, making life better for you and those close to you!).

**94%** of participants would recommend our workshops

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Sonia Sparkles  
Symantec Global Consulting

# Love Your Inner Presenter

Learn to enjoy Presenting as YOU



**Format** 6 hours + 1hr lunch break (online or in person)

**Participants** Up to 8

**Who should attend?** Anyone who would like to be more comfortable, confident, and effective in their presenting, from the infrequent to the more seasoned presenter.

**Learning Outcomes**

- ▶ Develop an understanding and appreciation of what you already do well as a presenter.
- ▶ Discover key areas where you can build on your presentation skills (what we call, your growing edges).
- ▶ Learn how to interact and connect with your audience, including asking and answering questions, and dealing with challenges.
- ▶ Learn how to manage your nerves more effectively.
- ▶ Gain greater clarity about the purpose of your presentation, to guide you in how to structure and format it.

**Overview** What sort of presenter are you?

This question alone might be enough to bring you out in a cold sweat, particularly if you haven't done much presenting, but we think it's a really important question to ask.

That's why it's the starting point for this workshop - asking you to consider what you already do well as a presenter or communicator. Perhaps, you're very thorough and conscientious in your approach. Or you have a warm and sincere presence. Or you just have an excellent array of shoes.

Whatever your current strengths, we will use this as a platform to explore your 'growing edges'— those areas that you'd like to be better in. For a lot of people, this is around feeling more comfortable when they present, or more effective in the way they engage and connect with their audiences.

Whatever you're looking for, and whatever level of experience you have, this highly experiential and practical workshop (you'll even leave with a video of yourself presenting!) will provide you with the stretch you need, leaving you feeling more confident and better equipped to present with purpose and personality.

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Life changing is how I would describe Think Productive's methods.

Sonia Sparkles, Symantec Global Consulting Operations

# Thriving Teams

## Building a Culture of Resilience & Psychological Safety



**Format** 3-hour or 6-hour workshop (live webinar or in-person)

**Participants** Up to 20

**Ideal for**

- ▶ **People Managers** – Leaders at any level who want to build a resilient, high-trust team culture.
- ▶ **People Professionals** – HR, L&D, and OD experts shaping workplace culture and wellbeing.
- ▶ **Change-Ready Leaders** – Those navigating growth, restructuring, or hybrid teams.
- ▶ **Intact Teams** – Colleagues experiencing the workshop together to strengthen team trust & performance.

**Key Takeaways**

- ▶ Discover the four key elements for thriving teams.
- ▶ Assess your team's Psychological Safety with the Thriving Teams Health Check.
- ▶ Identify next steps for fostering resilient, growth-minded individuals and teams.
- ▶ Develop a mindset that turns mistakes into learning opportunities.

### Overview

**Today's workplace is full of competing demands, shifting priorities, and external uncertainty. Navigating these challenges while maintaining wellbeing, trust, and performance doesn't happen by chance.**

Leaders and teams who intentionally shape their culture create the conditions for collaboration, trust, and growth. When psychological safety is high, people feel safe to contribute, take risks, and learn from mistakes—leading to greater innovation, engagement, and resilience.

This practical and interactive workshop can be delivered in two ways:

- ▶ **For Leaders and Managers** – equipping them with strategies to build a thriving team culture. (3hrs)
- ▶ **For Intact teams** – putting these strategies in place together to strengthen team clarity, resilience, trust & growth. (6hrs)

**We'll explore:**

- ▶ **Reframing failure** – Turning mistakes into learning moments that drive innovation.
- ▶ **Navigating uncertainty** – Staying engaged and focused in volatile conditions.
- ▶ **Building psychological safety** – Creating trust and open conversations so everyone can contribute their best work.
- ▶ **Overcoming "High-Functioning Fear"** – Reducing perfectionism, defensiveness, and disengagement.
- ▶ **Kindful leadership & teamwork** – Balancing clarity and compassion to bring out the best in yourself and others.

Participants will walk away with practical tools and proven strategies from Black Box Thinking, Growth Mindset, Kindful Leadership and tapping into Struggle, ready to build a culture where teams don't just survive—they thrive.



We highly recommend pairing this with our **Cracking the Engagement Puzzle** workshop which dives into human motivation and equips managers with personalized strategies to energize, motivate, and engage each team member.



### Don't just take our word for it...

"Very thought provoking. Gave me lots of ideas of initiatives to introduce and really helped me identify things that could be better."

*Operations Manager,  
Beyondly*





# Struggle

## Unlocking Creativity & Resilience in the Face of Adversity & Uncertainty

**Format** 2-hour interactive seminar (live webinar or in-person)

**Participants** Unlimited

**Results** Develop a culture of innovation, growth and psychological safety in the midst of uncertainty and adversity.

**Who should attend?**

- ▶ Anyone who finds themselves navigating change, uncertainty and difficult times.
- ▶ Teams looking to build better resilience, relationships, innovation and learning.

**Learning Outcomes**

- ▶ Understand why we struggle with struggle: how our instincts can work against us (and why we buy toilet roll in a pandemic).
- ▶ Discover lessons in innovation: how curveballs can become catalysts for change and why the wrong turn is precisely where the magic happens.
- ▶ How to build better relationships and connections in the midst of mistakes and conflict.

**Overview** In a world that's obsessed with fast hacks, quick wins, ruthless efficiency and Instagram-perfection, struggle has become taboo. A sign that something's gone horribly wrong.

But what if we've got it all wrong about getting it wrong? What if struggle isn't a battle to fight, a trap to avoid, or a sign of weakness? What if struggle is precisely where the magic happens – where we do our best, most important work?

Based on the book by Productivity Ninja, Grace Marshall, 'Struggle: The surprising truth, beauty and opportunity hidden in life's sh\*ttier moments', you'll come to see that our approach to struggle is the biggest challenge and the most beautiful problem for people-who-work-with-people to face together.

Without glorifying struggle, we can face it with confidence. We'll guide you through the landscape of struggle and out the other side. You'll leave with a new way of seeing struggle that strengthens your relationships, resilience, enabling more innovation, learning and growth. Emboldening your next steps.

94%

of participants  
would  
recommend  
our workshops

**think  
productive**  
REIMAGINING WORK

“Don't just take our word for it ...

“Brilliant session. Love the 3 S's. Looking forward to using this with my team.”

Steve Cross, KP Snacks

# We need to Talk

Replacing fear with clarity when giving feedback



**Format** 3-hour masterclass (live webinar or in-person)

**Participants** Up to 20

**Who should attend?**

- ▶ People managers, project managers & team leaders
- ▶ Anyone else who wants to build up their feedback skills to feel better doing it and to get better results!

**What you'll discover & do**

- ▶ Understand why and when to use feedback as a tool for growth.
- ▶ Learn the characteristics of effective feedback.
- ▶ Apply a simple, effective feedback model for day-to-day use.
- ▶ Gain confidence in your feedback delivery skills.

**Overview** Have you ever had a terrible feedback experience?

If you said yes, you are not alone! Both giving – and receiving – feedback can be stressful and uncomfortable! Usually, it's because we've had a bad experience and it's continuing to linger.

Time to replace those negative experiences with positive ones! We'll get you seeing feedback as a GIFT – an opportunity to invest in someone else's growth (and your own!).

In "We need to talk" you'll learn how to deliver feedback in a way that is truthful AND shows care for the other person. The feedback you share will be kind, timely, behaviour-based, relevant, and actionable. (You'll also learn how to receive feedback graciously – also a common source of awkwardness for many of us!)

And, while you cannot control what another person thinks or how they feel, your approach and intent will create an environment that is steeped in psychological safety.

Most importantly, you'll be able to deliver both positive and constructive feedback with the confidence that you've been intentional, clear, and caring, setting up the highest possibility for success.

94%

of participants  
would  
recommend  
our workshops

“

**Don't just take our word for it ...**

“I gave some potentially awkward Feedback to a colleague straight after the workshop and she really appreciated it!”

ELENA KERRIGAN  
THINK PRODUCTIVE MD

”

# Cracking the Engagement Puzzle

Understanding human motivation to energize and inspire your team.



<b>Format</b>	3hr live virtual or in-person workshop (expandable to 6 hrs)
<b>Participants</b>	Up to 20
<b>Ideal For:</b>	<ul style="list-style-type: none"><li>▶ <b>People Managers:</b> Leaders at any level seeking to proactively transform their team's energy, happiness, and performance.</li><li>▶ <b>People Professionals:</b> HR, L&amp;D, and OD experts focused on engagement.</li><li>▶ <b>Human-Centred Leaders:</b> Anyone aiming to create happier, more motivated teams.</li></ul>
<b>Key Takeaways:</b>	<ul style="list-style-type: none"><li>▶ <b>Understand Human Motivation:</b> Learn what drives people and how to harness it.</li><li>▶ <b>Master the 7 Work-Based Emotional Needs:</b> Identify opportunity areas to maximise engagement.</li><li>▶ <b>Refine Your Leadership:</b> Adapt and action-plan personalized strategies to energize, motivate and engage each team member.</li></ul>

## Overview

With employee engagement at an all-time low, it's time to get to grips with human motivation.

Nearly six in ten employees are “quiet quitting” (Gallup)—putting in the bare minimum effort to keep their jobs but no longer going the extra mile. This disengagement is costing businesses billions in lost productivity, innovation, and increased turnover.

From not speaking up in meetings or volunteering for tasks, to habitual absenteeism, lost momentum on projects, and a general lack of drive to improve processes, all these manifestations of disengagement **hurt your bottom line and can spread like contagion.**

But here's the good news: this trend is **not inevitable**. While the world continues to change, the **fundamental principles of human motivation stay the same**. By understanding the **7 work-based emotional needs that drive engagement**, your Managers and Team Leaders can **proactively transform** their team's energy, happiness, and performance.

In this practical, hands-on workshop, your Managers will:

- ▶ Gain a deep understanding of **what truly motivates humans at work**
- ▶ Identify the **best areas for improvement** in their team right now
- ▶ Prepare for **more meaningful and effective 1:1 conversations** to boost performance
- ▶ Learn **practical strategies** to help each team member become their most motivated, energized, and engaged self.

This session makes managers **better people leaders** and **budding aficionados in individual motivation**.



We highly recommend pairing this with our **Thriving Teams** workshop which dives into the key elements of a thriving culture – equipping Managers with practical strategies for building **trusting, resilient and high-performing teams**.

“

“A unique, experiential workshop that taps into what it means to be human. Our team found it genuinely exciting.”

ELENA KERRIGAN, THINK PRODUCTIVE

”



# 1:1 Productivity Consultancy For Business Leaders

Individual Productivity Ninja™ personal training at your desk



<b>Format</b>	We're flexible! Guaranteed 6 hours of Ninja time in the best format for you.
<b>Breakdown</b>	One-to-one at-desk consultancy, training and coaching Just 1 (or 2 e.g. Boss and PA)
<b>Participants</b>	Become a Productivity Ninja® and regain control over your work and emails
<b>Results</b>	<ul style="list-style-type: none"><li>▶ Regain control, clarity and space for the critical big-picture thinking</li><li>▶ Role-model zen-like calm and a healthier work-life balance</li></ul>
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Immediate results for the teams you manage, as well as your own work-life</li><li>▶ eCopy of Graham Allcott's bestselling book</li><li>▶ Action-oriented handouts/downloads</li></ul>
<b>Blended Learning</b>	▶ Exclusive Access to The Productivity Ninja® Academy (online learning hub)

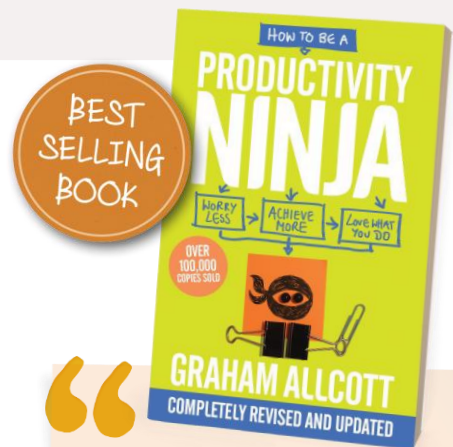
## Overview

Making time for quality thinking is vital for leaders, and yet the relentless cycle of back-to-back meetings, endless emails and work overload can make big-picture thinking feel like a luxury. Spend a day with one of our Productivity Ninja® experts and we'll help put you back in the driving seat.

Our human, practical, no-nonsense approach will help you in multiple areas – email, workflow, procrastination, decision-making, prioritization, working smarter with your PA. Whatever it is that you need to feel 'Ninja-fied' and in control.

We start with a diagnostic session to help us establish what needs to change. Then we deploy the best bits from all our workshops to assist you in implementing change right there at your desk, so your new approaches and habits are put into practice and not lost in the day-to-day chaos.

Clients tell us that spending a day with a Productivity Ninja® is life-changing. The impact is immediate, and the positive repercussions are felt in their lives outside of work as well.



**Don't just take our word for it ...**

"An eye-opener and a great Framework for managing the pressures of life."

SENIOR IT L&T CONSULTANT  
UNIVERSITY OF BRISTOL



## Who should attend

If you'd prefer intensive personal training rather than attending our group workshops, then this is for you.

Our one-to-one consultancy is delivered exclusively by our senior Productivity Ninjas®, who have hundreds of hours of experience with teams and individuals, teaching and coaching the Productivity Ninja® approach.

## Practical Requirements

We recommend this session takes place in your day-to-day workspace, so we can work practically with your real stuff. We can also deliver it virtually via Zoom, or your own video-conferencing platform. Our team at TPHQ will walk you through this at the time booking.

## What you'll discover

- ▶ Identify your current productivity and wellbeing challenges – and why the two are interlinked.
- ▶ The secret to overcoming information overload, distraction and stress – by managing your attention, not time, and by developing a 'second brain' to manage projects and actions.
- ▶ Why making time of quality thinking is vital for success – and practical ideas to make it happen.
- ▶ Productivity insights and tactics from author Graham Allcott and our team of international Productivity Ninjas®.

## Results

**82%** of participants implement our productivity model, and feel significantly more in control of their work.



**99%** of participants say this workshop will make a positive difference to their productivity



**94%** of participants would recommend this session



## Blended Learning to “Make it Stick”

We're passionate about creating real change that lasts, and truly embedding new habits. That's why every workshop participant gets:

- ▶ An eCopy of Graham's book
- ▶ Action-oriented handouts/downloads
- ▶ Exclusive access to The Productivity Ninja® Academy, with eCourses, tutorials and a workshop booster pack. <https://academy.thinkproductive.com>
- ▶ 1 hour Follow-on Virtual Ninja Clinic

YOUR PEOPLE WILL **SHINE**. YOUR ORGANIZATION WILL **THRIVE!**  
**CALL US TODAY!**

