

STIRLING TRAINING CONSULTANTS

# POWER BOOSTERS



**2018**

DELIVERS RESULTS, CHANGES BEHAVIOURS AND RAISES PERFORMANCE

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# PERSONAL POWER AND PERFORMANCE

Everybody has the potential to do more, achieve more and excel more.

The key is to tap into our latent potential, awaken our hidden skills and use more parts of our brain to change habits, reduce stress and create better, more effective ways to succeed in our busy lives. Power Boosters is a day of four self standing Personal Development Sessions that uses a diverse set of skills and techniques developed over the last twenty years to help unlock personal potential, develop greater effectiveness and increase personal performance. It is all about using the right mental techniques.

This Power Booster focuses on TET - Task Enhancement Techniques. These enable us to achieve more every day, attain higher levels of quality and output; and go home feeling successful and accomplished. We all have different approaches to work – some are perfectionists, some are butterflies, some leap in head first, some prevaricate, some plan their way, some feel their way. We allow our preferred mental approaches to dictate how we tackle a task, a project, a day or a week, but no single approach is right all the time. Super-effective, high performance professionals successfully use a whole range of approaches to achieve more, in less time, with less stress. This fast moving, technique packed day will show you how.

## As a result of this day you will:

- ✓ **Work at your Personal Best**
- ✓ **See your strengths - Innovative P-B psychometric profile**
- ✓ **Boost personal performance by using better mental constructs**
- ✓ **Free a minimum of 5 working hours of your time every week**
- ✓ **Achieve more with less stress: Do what counts, Clear your clutter, Be one step ahead**
- ✓ **Feel the control: Less fire fighting, less reactivity - more traction, more accomplishment**
- ✓ **Make better decisions and achieve more in meetings**
- ✓ **Read documents quicker, more effectively**
- ✓ **Discover your high productivity points – and capitalise on them**
- ✓ **Free your time for collaborative working, creative thinking and solution focusing**
- ✓ **Think, Act and Be a Success**

This day is all about knowing how to win, about being and feeling successful so at the end of each working day you know you have achieved what was needed and more importantly what you set out to do. It's about taking control of your work – not letting your work take control of you.

The day is highly interactive, practical and content rich; and PowerPoint free! It is built on a set of personal development exercises, mind-set activities, brief discussions and inspiring tutor input. It is about real solutions. It focuses on the real issues that delegates have highlighted in our pre-course questionnaires and on pre-course phone calls. The day covers many unique and proven techniques and is based on the outcome of the 'Butterfly-Perfectionist', which is a specialised mental framework psychometric test based on research done over the last 25 years.

*Everything should be made as simple as possible, but not simpler. - Albert Einstein*

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# CONTENTS & OVERVIEW



## SESSION ONE – BOOST YOUR PERSONAL PERFORMANCE

- The Secret of Winning
- Accelerator or debilitator - Does your mind drive you forwards or hold you back?
- P-B Psychometric test – results – the pluses and minuses of your mental framework
- Exploding the Myths – from Ellis to Einstein and what they teach us
- How to free 5 hours a week – A practical tool to change the way you work



## SESSION TWO – BE A RULER OF TIME

- Karate v pillow fighting - Prioritising your tasks – Urgency v impact – Do what counts
- Multi-tasking – handling conflicting priorities – reducing project time
- The 4-D technique for your inbox and for controlling your workflow – clear your clutter
- PEP Grid – matching your bio-rhythms to your inbox – hi prod points
- Achieve more by making different choices: Be one step ahead, accelerate project



## SESSION THREE – RUN AT THE TOP OF YOUR GAME

- Make better decisions – a six step process to gaining better outcomes faster
- Achieve more in meetings - The Meeting's Survival Kit – The Lotus approach
- Read documents quicker, more effectively – how top CEOs keep on top of the data
- Managing information – and the people who have it – BIG\_HELP communication technique
- Communications – Time waster or time saver - Kill the boomerang



## SESSION FOUR – MAKE THE CHANGE, GAIN THE BENEFIT

- 8 techniques to turn pressure into positives - Build your confidence – feel your strength
- Free your time for collaborative working, creative thinking and solution focusing – 3 wins
- Daily check-up + Monitoring the difference monthly – The Big Difference
- Building your own Mind Set Master Plan
- DRIVE your Success: Decision – Resilience – Imagination – Value - Energy

As a result of this training delegates will approach work differently. There will be more thought, self analysis and evaluation of how they handle their work load. This will ensure that they have greater impact, perform at a higher level, focus on progress and feel more motivated.

*As human beings, our greatness lies not so much in being able to remake the world,  
as in being able to remake ourselves.*

*Mahatma Gandhi*

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