



# Productivity & Performance Enhancement Programmes.

**Course Duration:** 2 to 4 Days

**CUSTOMISED TO CLIENT NEEDS, BUDGETS AND SCHEDULES**

## PURPOSE

As the saying goes: "None of us is as smart as all of us."

That's good, because the problems we face are too complex to be solved by any one person or any one discipline. Our only chance is to bring people together from a variety of backgrounds that can refract a problem through the prism of complementary minds aligned in common purpose. The challenge therefore is to get a team of remarkable people to work together to get results.

These tailor-made workshops, designed to your specific needs and outcomes; will equip your employees within each group. with the mindset, behavioural tools, knowledge, skills and expertise; to continue your journey in building your teams and their productivity at all levels.

## MODULES:

1. Workplace behaviour – guidelines and dependability
2. Improving Attitude through deliberate mindset change
3. Principles of
  - Group Dynamics & Teamwork
  - Self Management, EI, EQ
  - Self control
  - Diversity
4. Performing at work and maximising effort
5. Key concepts of a production environment – bottlenecks and stop-gaps
6. Roles, Responsibilities and Accountability

## OUTCOMES

- ✓ Understanding the Core values, Vision and Mission of an Organisation
- ✓ Demonstrate an understanding of the concepts of workplace behaviour, teamwork, team synergy and diversity
- ✓ To explain the stages of teamwork and why team synergy is so important.
- ✓ To recognise the value of team diversity in an organisation – dealing with Co-Workers
- ✓ To critically evaluate the state of teamwork in our organisation
- ✓ Working with Integrity
- ✓ Monitoring Mannerisms and Body Language principles
- ✓ Understanding Attitude towards Stealing & Lying; Following direction; Obeying rules & Procedures; Customers and Stakeholders – YOU are the image and brand
- ✓ The 7 keys to building Great Work Teams
- ✓ Increasing productivity
- ✓ Improving customer focussed service
- ✓ Creative thinking
- ✓ Employee empowerment
- ✓ Distinguishing between the different phases of team growth – Group Dynamics, Agility & Adaptability
- ✓ Describing the importance of communication and organisational design in teamwork
- ✓ Understanding the importance of team diversity and Roles within teams
- ✓ The ways in and out of conflict
- ✓ The 7 Wastes

## WHO SHOULD ATTEND?

This course is targeted at any production or performance environment to outline the basics of essential critical factors; to enhance and improve productivity and performance. ALL outcomes are THEORY & ACTIVITY based.

All groups, teams, departments, sections and stakeholders involved in delivering sustainable growth, outputs and outcomes in making an impact.

We recommend an outside venue or at SDM facilities

## YOUR LEAD FACILITATOR, CONTENT ADVISOR, AND INTERVENTION SPECIALIST - DONALD HJUL

is a Specialist Facilitator and Professional OD Consultant who has over 38 years of experience in the Private, Public and NPO sectors across international boundaries and within many sectors and industries. This includes Management and Leadership functions - from intern to Executive level He has been actively involved in developing creative activity-based team and group development programmes for clients across the spectrum of Performance & production team enhancement.

He brings a practical, pragmatice, agile approach to interventions, delaing with real-life issues and experiences. He has completed several Programmes with the UNISA Graduate School of Business; during the period 1990 to 2000 and graduated from the FMP, MDP and SMP (AEP) programmes of the business school.

His passion is empowering people in Development; Performance & Project Management; as well as appropriate HR and the development of Human Capital in organisations.

## Contact Us

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