



Learning Impact NG

# WORK SMART --- NOT HARD

{ Managing Time & Priorities }

# Personal Effectiveness & Productivity

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Working smart is about having clear priorities and goals, developing action plans to achieve these goals, working through each day with a defined set of activities that take you closer to these goals and managing yourself and others who will help you on this journey. When organizations invest in building these skills in their employees, everyone achieves a higher level of effectiveness and results.

## Managing Yourself

In this opening module, participants will focus on the skills for managing themselves especially in building the skills for managing their careers and developing themselves to grow in their careers, maintain discipline and focus with tools like the Law of 5s.

## Managing Time & Priorities

Participants will then learn to manage their time and priorities with a variety of tools and resources for managing time and priorities, including the use of to-do lists, over-coming procrastination, using self-imposed deadlines and prioritizing with the prioritization matrix.

## Managing People

In module three, we will explore the skills for managing others and delivering results through others. Participants will learn how to work with different personalities, manage inter-personal conflict and communicate with others.

## Managing Stress

Participants will improve their understanding of how we are wired how to manage our energy, improve our work-life balance, manage stress and integrate our work and life.

## Managing Projects

In the final module, participants will focus on the skills for managing projects and disciplined execution including planning your projects; building capacity for project delivery; implementing projects and closing projects.

Delivery will involve the use of a number of experiential activities including self-assessments, case studies, reflective practice and role plays, amongst others. Program can be further customized to meet the organization's specific needs



# About Learning Impact NG

## ***Our Company***

Learning Impact NG is a leading provider of organizational learning, strategy consulting and financial literacy solutions in Nigeria. The company was incorporated on the 25<sup>th</sup> of June 2010 and was founded by Omagbitse Barrow, a youthful and dynamic Investment Banker, turned Human Resources and Learning professional who had spent a decade working at Investment Banking & Trust Company (IBTC) and later Stanbic IBTC Pension Managers and Stanbic IBTC Bank.

We have worked with some of the largest institutions across a variety of industries in Nigeria's private, public and non-profit sectors. In addition to traditional classroom training, we are at the forefront of the use of learning technology in Nigeria with our innovative Animated Educational Videos that we have deployed for several institutions; our 100% home-made Learning Management System with robust indigenous courseware; and our unique EPaper Vendor service and other Knowledge Management Services that we offer.



## ***Our Methodology***

Based on our proprietary Learning Impact Model, our team of designers and facilitators at Learning Impact NG are focused on ensuring that the impact

of all our solutions is sustained beyond the "event" or "intervention". We pay attention to the following in all our intervention design and delivery:

- 1) Adult Learning Principles;
- 2) Human Performance Improvement;
- 3) The Learning Impact Model;
- 4) Programmatic Evaluation;
- 4) Experiential Design & Delivery;
- 5) Scalability and Impact.

We use case studies, role plays, reflective thinking, scenarios, in-baskets, individual and group activities, games and a host of other experiential learning and discovery-based tools to design and deliver our trainings.



## ***Our People***

We have a strong internal academy led by Omagbitse Barrow, a prize-winning Chartered Accountant and critically acclaimed workplace learning professional and supported by Regina Makyur, a first-class graduate of Economics and a Doctoral candidate in Economics, and Anthony Oni, an experienced learning designer. We also tap into the expertise of a wide and very experienced external faculty for our programs, and our Faculty model is driven by a commitment on on-going learning and research, micro-learning and a strong commitment to publications and innovation.



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