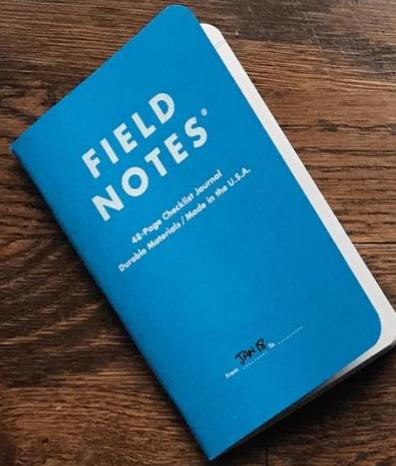




# SCHOOL OF PERSONAL EFFECTIVENESS AND PRODUCTIVITY



**10 BLOCKS**

PROJECT	0 25 50 75 100
PROJECT	
SUPPORT	
MEETINGS	
TEACH	
DATA/SQL	
PLAN/DOC	
SUPPORT	
BONJORO	
MISC	

**MONDAY**  
10:00 NEWBILL UPDATE  
11:00 TEAM MEETING  
1:00 QUEUE SPRINT  
2:00 NEWBILL MEETING

**TUESDAY**  
10:30 ENGINEERING  
2:00 WORKSHOP  
3:30 BARRETT

**WEDNESDAY**  
1:00 QUEUE SPRINT  
2:00 FR LIVE  
4:00 NASHVILLE MILS!

**THURSDAY**  
10:15 SUCCESS MEETING  
1:00 WORKSHOP  
2:30 PICKUP CANAAN

**FRIDAY**  
10:00 BOOK CLUB  
11:00 STEVEN  
1:00 QUEUE SPRINT  
5:00 REVIEW WEEK

**TOP TASKS**

- X UPDATE MAIL
- X CHURN NUMBERS
- X NEW BILLING STEPS
- X TEAM UPDATE

NEW BILLING STEPS  
WORKSHOP TEMPLATES  
BONJOROS

NEW LIVE VIDEOS  
2018 QUARTER GOALS  
DOCUMENT PROGRESS

SHIP IT

ONE GOOD THING



SUPPORT

BONJORO

MISC

10:15 SUCCESS MEETING  
1:00 WORKSHOP  
2:30 PICKUP CANAAN

**FRIDAY**  
10:00 BOOK CLUB  
11:00 STEVEN  
1:00 QUEUE SPRINT  
5:00 REVIEW WEEK

## SCHOOL OF PERSONAL EFFECTIVENESS AND PRODUCTIVITY



If everyone had a clear sense of who they were and what was expected of them and had a disciplined and creative way of applying themselves to their work, then we would have a lesser need for a lot of supervision and management.

Learning Impact NG's School of Personal Effectiveness and Productivity provides a number of learning interventions and programs that will help build these capabilities in your people and teams as follows:

S/No	Brand	Workshop Name	Description
1.	Be Better	Personal Accountability and Development	Participants will be to take ownership of every aspect of their lives and careers, ensure alignment with the work that they do and coach themselves to higher levels of achievement.
2.	Work Smart not Hard	Personal Effectiveness & Productivity	This workshop will equip participants with tools, resources and skills to manage time, energy, priorities, stress, colleagues and be able to achieve better results in their work and lives.

# Personal Effectiveness & Development

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Success is about having a clear definition of the kind of life you want to live that aligns with your beliefs and values and working each day towards that life. Every individual needs to be deliberate about their lives and take appropriate decisions so that they will be more effective and will achieve growth and development in all aspects of life. The more deliberate and effective your employees are the better your organization will be.

## Re-Thinking Success

In this opening module, participants will explore the concept of success - particularly some paradigm shifts regarding how they should view success and a framework for helping them on the journey of success - The Be Better Model.

## Self-Mastery Focus and Personal Growth

Participants will then focus on the first three elements of the Be Better Model and the specific skills, behaviours, tools and resources for self-mastery, focus and personal growth that are critical in the journey of success.

## Winning with People and Building Resilience

In module three, participants will practice the last two elements of the Be Better Model - building effective relationships with others and managing successes and setbacks and building the resilience to stay on course on the journey of success.

## Finding Alignment

Participants will then be exposed to the imperative of alignment - finding alignment between the work that they do and their talent and interest. They will work through the framework of the Triangle of Career Success: The Three Questions and The Five Options.

## Personal Accountability & Ownership Thinking

In the final module, participants will focus on the skills for personal accountability and ownership thinking including but not limited to the 10/10 Principle; the Blame vs. Accountability Cycle; and the Question behind the Question (QBQ).

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



# 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

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

In the early days (2010-2013), Learning Impact NG was the exclusive license partner for John C Maxwell Corporate Leadership Development Programs in Nigeria. The company still offers John Maxwell Training Programs through its leaders who are members of the John Maxwell Team.

However, most of the company's focus has been in developing and deploying bespoke learning and consulting solutions for its clients across 7 major areas of learning and in a variety of specialist areas of consulting and creative solutions.

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 vision is to help Organizations, individuals and our society to be better, and our core capabilities are around research, innovation, cost-effectiveness, and a passion for impact. The values that drive us are Leadership, Learning, Selling and Service, and our employee proposition and brand are woven around these.

We are a Company that dares to be different, and desires to do great things for our society and our world, so please join us on this mission-critical journey to help us all to BE BETTER.

Anthony Oni  
Chief Marketing Officer/Executive Director  
[anthony.oni@learningimpactmodel.com](mailto:anthony.oni@learningimpactmodel.com)  
Abuja, NIGERIA.



## Our Learning Design & Delivery Methodology

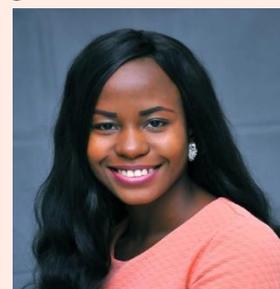
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Based on our proprietary Learning Impact Model, our team of designers and facilitators at Learning Impact NG are focused on ensuring that the impact of all our solutions are sustained beyond the “event” or “intervention”. We pay attention to the following in all our intervention design and delivery:

- **Adult Learning Principles** - There are a number of principles of adult learning that drive our approach including but not limited to the fact that adult learners are pressed for time; goal-oriented; bring previous knowledge and experience; have a finite capacity for information; have different motivation levels and have different learning styles.
- **Human Performance Improvement** - We ensure that we undertake a root-cause analysis of the performance challenges that organizations are facing and use this as the basis of designing our solutions and interventions. This way we deal with the real issues and not just the symptoms.
- **The Learning Impact Model** - We encourage our clients to deploy a learning policy framework that creates awareness and desire through pre-training activities; builds knowledge and ability through the actual content and delivery; and reinforces learning through post-training activities. This way, learning and consulting solutions create real CHANGE in the organizations.
- **Programmatic Evaluation** - We focus on evaluating the impact of learning using a variety of tools across the four levels of evaluation - reaction, knowledge transfer, behavioural change, and impact.
- **Experiential Design & Delivery** - We are champions of the use of experiential delivery and facilitation techniques particularly in the areas of indigenous case studies and rich media
- **Scalability and Impact:** Using learning technology and the support we give to internal faculties with our customizable content, we help to increase the scalability and impact of our solutions.

Our commitment to these underlying principles will ensure that learning creates a CHANGE for your team members and your organization.

Regina Makyur  
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Abuja, NIGERIA.



## COMMENTS / FEEDBACK FROM CLIENTS



- ❖ *It is more of a deliverance programme to me; A great reindentation indeed – SEC – managing your Personal Finances.*
- ❖ *I am highly impressed with the content and delivery of this training. I shall personally follow-up on my friends who are in need this kind of training and ensure they attend. – Presentation skills for Professionals - GRM Consulting*
- ❖ *The training was very educative and made an impact on things and core areas I would like to make changes in, I would like to come back to Learning Impact for another training related to the Pension Industry.- Strategic Service Management in Pension Industry- FCMB*
- ❖ *The training is impactful and what I've learnt would enable me to be effective and efficient in discharging my responsibilities. Business Writing Skills Training - NIPC*

# CONTACT US

For enquiries;  
Call us or visit our website  
Feel free to reach us on any of our social media accounts  
Or come visit us at our address



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**School of Strategy and Innovation**

**School of Financial Literacy & Business Acumen**

**School of Human Resources & Learning**

**School of Sales & Service Delivery**

**School of Leadership & People Management**

**School of Personal Effectiveness & Productivity**

**John C Maxwell Leadership Development**



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