

**IMPROVE YOUR
EFFECTIVENESS AT WORK**



GENTEX[®]
TRAINING CENTER



Introduction

Improve your Effectiveness at Work develops the personal disciplines that determine whether effort converts into results. Most professionals are busy rather than effective: priorities shift daily, interruptions fragment attention, and important work waits while urgent work repeats. This Improve your Effectiveness at Work Training Course builds practical techniques for taking control of time, focus, and output. Participants examine priority setting, time management, goal clarity, communication, delegation, and personal organisation. Furthermore, the course covers the Eisenhower matrix, time-blocking, the Pomodoro Technique, SMART goals, and the pyramid principle for clear writing. It also addresses managing interruptions, saying no constructively, and sustaining energy. As a result, participants leave able to complete high-value work consistently.

Improve your Effectiveness at Work Course Objectives

- Identify high-value work using impact and effort criteria.
- Apply the Eisenhower matrix and time-blocking to manage priorities.
- Set clear goals with SMART criteria and measurable success measures.
- Manage interruptions and protect periods of focused work.
- Apply the Pomodoro Technique and focus management methods.
- Communicate clearly with the pyramid principle and structured writing.
- Run effective meetings and reduce unnecessary ones.
- Delegate appropriately and follow up without micromanaging.
- Organise information and tasks using practical systems.
- Manage energy, workload, and personal effectiveness sustainably.

Course Methodology

The course applies interactive, practice-based methods:



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- Facilitated workshops on real workload and effectiveness challenges.
- Self-assessment of time use, focus, and priority habits.
- Hands-on exercises in planning, scheduling, and task organisation.
- Role-play of saying no, delegation, and clear communication.
- Group problem-solving on productivity barriers.
- Action planning that converts each technique into a daily routine.

Who Should Take This Course

- Professionals managing heavy and competing workloads.
- Managers, supervisors, and team leaders.
- Administrators and coordinators.
- Project team members and analysts.
- HR, finance, and operations professionals.
- Anyone seeking to improve personal productivity.

Improve your Effectiveness at Work Course Outlines

Day 1: Foundations of Personal Effectiveness

- Defining effectiveness and distinguishing it from busyness.
- Understanding where your time actually goes.
- Applying the Eisenhower matrix to urgent and important work.
- Identifying high-value versus low-value activity.
- Recognizing common productivity traps and time wasters.
- Assessing your personal effectiveness honestly.
- Setting personal effectiveness priorities.





Day 2: Priorities, Planning, and Focus

- Setting goals with SMART criteria and clear outcomes.
- Planning work at weekly and daily levels.
- Applying time-blocking to protect important work.
- Managing task lists, backlogs, and follow-up systems.
- Applying the Pomodoro Technique for focused work.
- Managing interruptions and minimising context switching.
- Building a weekly planning routine.

Day 3: Communication and Meetings

- Structuring written communication with the pyramid principle.
- Writing emails that get action and reduce back-and-forth.
- Running short, effective meetings with clear outcomes.
- Reducing unnecessary meetings and attendee lists.
- Handling requests and saying no constructively.
- Documenting actions and following up reliably.
- Designing your communication and meeting standards.

Day 4: Delegation, Organisation, and Tools

- Selecting work that should be delegated.
- Applying the five levels of delegation.
- Setting clear instructions with standards and deadlines.
- Organising files, notes, and information systems.
- Using digital tools for task, calendar, and document management.

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- Avoiding duplication and rework in daily tasks.
- Building an organised personal working system.

Day 5: Energy, Sustainability, and Continuous Improvement

- Managing energy across the working day and week.
- Recognizing personal stress signals and recovery needs.
- Balancing workload peaks with recovery periods.
- Applying PDCA to personal improvement.
- Seeking feedback on your effectiveness and output.
- Avoiding overcommitment and protecting priorities.
- Finalizing a personal effectiveness action plan.

Conclusion

By successfully completing Improve your Effectiveness at Work, participants will have acquired practical knowledge of priority setting, time management, focus control, clear communication, delegation, and personal organisation. They will have gained skills in priority setting and time management, focus control and interruption management, clear communication and meeting discipline, and delegation with personal organisation, plus a personal action plan. Gentex Training Center designed this program to help professionals turn effort into measurable results.

FAQs





Q1 What is the "Improve your Effectiveness at Work" course about?

It develops the disciplines that turn effort into results. Participants study priority setting, time management, goal clarity, focus control, clear communication, meeting discipline, delegation, and personal organisation.

Q2 What are the key benefits of the "Improve your Effectiveness at Work" course?

Participants gain better control of their time, more completed high-value work, and less time lost to interruptions. Teams also experience clearer communication, shorter meetings, more reliable follow-up, and less duplicated effort.

Q3 What skills will I gain from the "Improve your Effectiveness at Work" course?

You will develop four core skills: priority setting and time management, focus control and interruption management, clear communication and meeting discipline, and delegation with personal organisation.

Q4 What tools, methods, or standards are covered in the "Improve your Effectiveness at Work" course?

The course covers the Eisenhower matrix, time-blocking, the Pomodoro Technique, SMART goals, task and backlog systems, the pyramid principle for written clarity, meeting agendas and action logs, the five levels of delegation, PDCA for personal improvement, and practical digital tools for task, calendar, and document management.



Q5 How is the "Improve your Effectiveness at Work" course applied in real-world practice?

Participants apply the methods to live work tasks, such as planning a working week, protecting focus time, rewriting an email for clarity, cutting a meeting's length, delegating a recurring task, and organising a file system. Each module ends with an action commitment, so learning transfers directly into daily work.