



# Effective Personal Productivity



## *The Total Leader Concept*

In today's rapidly evolving business landscape, effective leadership is more critical than ever. To empower your organization, leadership must be practiced at every level. That's why we've developed the Total Leader Concept, an innovative process that magnifies potential and creates great leaders. Our programs are designed with busy individuals in mind. They offer three key benefits:



### **Practical**

You will receive course notes, action plans, and guidance on implementing your newfound knowledge in your business.



### **Audio via App**

Gain entry to the LMI audio recording for the Effective Leadership Development coaching program.



### **Coaching**

Receive 12 x group coaching sessions during the course of the program.



**Visit Our Website**  
[www.anjavanbeek.com](http://www.anjavanbeek.com)





# About the course

## Effective Personal Productivity

Discover the transformative power of the 6-module Effective Personal Productivity Training Course. Personal productivity forms the bedrock of effective leadership and is an integral aspect of human behavior, yet numerous individuals struggle to channel their efforts efficiently. Our structured development program is tailored to enable members of your organization to assess their mindset and instigate productive behavioral shifts. Participants will learn the art of proactive goal setting, enabling them to avert crises and achieve desired outcomes. By emphasizing priority management, effective communication strategies, adept interruption handling, and fostering a collaborative team spirit, this course equips individuals to excel in a dynamic learning environment. Unlock your true potential and elevate your personal productivity to unprecedented heights.

## Training Journey



## What to Expect from the Course

This 6-module course will cover various aspects of personal productivity, including:

- The Nature of Productivity
- Productivity Through Goals Achievement
- Increased Productivity Through Managing Priorities
- Improving Productivity Through Communication
- Empower Your Team for Peak Performance
- Increase Productivity of the Team

## Enrol Today To Start Your Leadership Journey



Meet Anja van Beek, an award-winning coach, speaker, and author with over 25 years of experience. She excels in enhancing individual and organizational performance, specializing in agile talent strategy, leadership, culture and team effectiveness, and executive coaching as a proud partner of LMI South Africa.

