



JULIA BURNS CONSULTING
building productive and harmonious workplaces



QUALITY MANAGEMENT SOLUTIONS
building productive and harmonious workplaces

Seminar: Productivity toolkit – the tools required to achieve peak capability

Achieving productivity gains and doing more with less has become increasingly important in recent times. Managers and staff alike need to find productivity gains where ever possible and having the tools needed to achieve peak capability will help you with this. Recognising that the cooperative productive capacity of your team is more than the sum of its parts is a good place to start.

This seminar has been developed by Human Resources and Legal experts and is designed to meet the needs of APS managers at all levels. It will cover:

- the importance of **self-management** – focussing on effective time management; identifying the most valuable tasks and managing expectations;
- how to get **optimal output from your team** – effective delegation skills and increasing employees' 'span of control';
- encouraging cooperative work practices, **good ideas and better practice** ways of working;
- eliminating **inefficient work practices**; and
- practical suggestions for **improving work procedures**.

Using their vast experience in strategic HR issues, Julia Burns Consulting and Quality Management Solutions offer a seminar which provides our **Top Ten Tips for your Productivity Toolkit**.