

aractech

Global Learning for Operational Leaders



INTERPERSONAL SKILLS AND SELF DEVELOPMENT

Five Productivity Traits for Optimal Results

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Course content

Why Attend

Resources are fewer, jobs are more demanding, and competition for a place on the high performers wall of fame is fiercer. In order to thrive in the current working environment and develop a winning edge in the labor market, understanding the formula for becoming a super performer becomes a necessity rather than a nice to have option.

The aim of this course is to provide you with proven practical tools that will allow you to establish yourself as a top performer. This course explains the multiplicative nature of productivity while also taking you through a deep dive into the 5 essential elements of top performers. By successfully completing this course, you will have developed a clear map that can guide you towards scoring 100% on the productivity formula.

Course Methodology

- The workshop is designed to be interactive and participatory. It includes various pedagogical tools to enable participants to function effectively and efficiently in a multilateral environment. The course will be built on four pedagogical pillars: concept learning (presentations by the consultant), role playing (group exercises), experience sharing (round-table discussions) and exposure to case studies and scenarios.

Course Objectives

- Explain the SUPER productivity formula and its multiplicative nature
- Adopt short and long-term activities that allow them to continuously develop towards skills master
- Master the techniques that avail uninterrupted focus time at work
- Establish trust based relationships with key people to ensure high responsiveness
- Manage their physical energy on a daily basis to maintain consistently high levels of performance
- Adopt a mindset of organizational relevance to invest resources into what matters most for the organization

Target Audience

- This course is targeted at employees, supervisors, and middle managers seeking to optimize their productivity through a rigorous and systematic approach.
- Target Competencies
- Performance optimization

Course outline

Detailed course outline

Module-by-module outline for Five Productivity Traits for Optimal Results.

Module 1 - The SUPER formula for top performers

- Characteristics distinguishing a top performer
- The personal benefits of being a top performer
- The 5 elements of top performance:
 - Skills
 - Uninterrupted time
 - People

Module 2 - Skills mastery – The 1st element

- Defining mastery – good is the enemy of great!
- Kaizen – the continuous improvement principle
- Strategies to reach mastery level in your area of expertise
- Indicators that you have become a skill master
- The conscious competence learning matrix
- How to lead yourself towards mastery in the absence of a leader

Module 3 - People responsiveness – The 3rd element

- The chain effect – no one task is done solely by one person
- The relationship matrix – identifying key people for your optimal performance
- The benefits of optimizing responsiveness of key people
- Turning key people at work into success partners
- The responsometer – practical tool to measure and improve people responsiveness at work

Course outline

Detailed course outline

Module-by-module outline for Five Productivity Traits for Optimal Results.

Module 4 - Establishing trustworthiness – the core four

- Integrity
- Intent
- Capabilities
- Results
- Doing the right things the right way
- Understanding how people develop trust

Module 5 - Personal energy management – The 4th element

- Physical energy as fuel for performance
- Top 10 bad energy habits
- Most famous energy drainers
- Red alerts your body tells
- Upgrading your energy engines

Seminar dates

Available seminar dates

Live dates and pricing for Five Productivity Traits for Optimal Results generated from the course details page.

Date	Location	Format	Fee
18 - 22 May 2026	Frankfurt	Classroom	€2,275
22 - 26 June 2026	Rome	Classroom	€2,975
13 - 17 July 2026	Kuala lumpur	Classroom	€1,575
17 - 21 August 2026	Barcelona	Classroom	€2,695
21 - 25 September 2026	London	Classroom	€2,940
19 - 23 October 2026	Munich	Classroom	€2,415
2 - 6 November 2026	Amsterdam	Classroom	€2,975

Live online option

Online delivery is available at €1,250.