

Soft-Train®



*At Soft-Train
Technology Works*

Greater Productivity Through Improved Work Processes (1 Day)

COURSE GOAL: Obtain the tools and techniques required to cut task time dramatically and achieve better results from every action taken.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Pinpoint where you need to take control
- Conquer procrastination and stress
- Effective process and retain critical information
- Improve comprehension and focus
- Perform better when juggling people, paper and priorities

KEY TOPICS:

I. The Principals of Changing Perceptions

- A. The Changing Organization
- B. Shifting the Paradigm
- C. The Productivity Factor

II. The Five Core Competencies

- A. Basic Training – Core Competencies
- B. The Buck Stops Here – Accounting
- C. You’ve Gotta Believe – Barriers are Opportunities
- D. Getting On Track – Commitment to Results
- E. In With the New – Adopting a Desire to Learn
- F. Bridging the Gap – Effective Communications

III. The Productive Cycle

- A. Putting It All Together
- B. Making Clear Requests
- C. Making Purposeful Decisions and Achieving Goals
- D. Completing and Implementing Decisions