

Rotman's Personal Productivity for Leaders Workshop

Execute on strategy

a new way to think | it is possible

Rotman

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Rotman's Personal Productivity for Leaders workshop shares practical, real-world strategies that high performing leaders are using to carve out more time for leadership and other strategic priorities (and lead by example along the way).

Location

Rotman School of Management,
Toronto, Ontario, Canada

Program Fees:

\$350 CAD + HST

The program fee includes tuition, all program materials, The Leaders Checklist, Priority Map, Team Time Management tools, and meals.

The fee does not include travel or accommodation.

Program Overview

Leaders want to execute on strategy and reduce overwhelm yet they face an endless stream of email, meeting requests and fires to fight. Executives, like you could spend 24/7 on these immediate demands without ever getting to the longer term, strategic priorities that will most help your team grow and succeed.

Experienced Leaders who want to continue raising the bar in their ability to manage heavy workloads, execute on strategic priorities and reduce overwhelm should attend.

Key Takeaways

- » Tools & best practices to help you map out your longer term strategic priorities into focused, actionable next steps.
- » Practical Strategies to help you carve out more time in your busy week for planning and executing on these next steps.
- » "Team Time Management" Tools to help you help your team stay focused, aligned and engaged.
- » An increased capacity to execute on higher priorities by raising the bar in how you diplomatically resist/ push back/ let-go of lower priority requests and distractions.
- » A new perspective: shifting our thinking from "Taking care of ourselves is selfish" to "Taking care of ourselves is a good business practice."
- » Core techniques to help you filter large volumes of email and keep your inbox relatively clean so that you're more focused and less overwhelmed.

Workshop Toolkit

- » The "Leaders's Checklist". This has some good questions, tools and tips to help Leaders identify opportunities to do things differently themselves and as a team in how they manage their priorities and workloads.
- » Priority Map. A planning tool to help you translate longer term strategy into a realistic, focused visual for the next 30 days.

Apply Online: www.rotmanexecutive.com/personalproductivity