PR & Media · PR117

# Improve your Effectiveness at Work

London · 21 - 25 Dec 2026

| Date | Venue | Duration |
|---|---|---|
| **21 - 25 Dec 2026** | **London** | **1 Week** |
| Fee | Ref | Language |
| **£5,000 GBP** | **PR117** | **English** |

## Introduction

This course teaches you powerful approaches to reading documents and books, remembering important information, mind mapping, creative thinking and problem-solving, presenting your ideas, and teamwork.
It aims to help you refresh and update the fundamental skills that everyone needs to succeed in today's workplace. At the same time, it invites you to consider the private strengths you bring to the workplace (thinking outside the job description) and offers suggestions for developing flexible, effective approaches to handling information and inter-personal communications.

### This training course will highlight:

- How you'll be simpler in handling information overload
- Approaches to creativity and innovation at work
- Memory techniques to assist you to remember important information
- The way to successfully get across your ideas in conversations, meetings and in presentations
- The way to develop basic skills needed to create your career

## Course Objectives of Improve your Effectiveness at Work

### This training course aims to:

- Assist you to develop approaches to creativity, innovation, and problem-solving at work
- Assist you to improve interpersonal communications and team working skills
- Revise and refresh everyday reading, note-making, and memory skills
- Update your brooding about managing some time and planning for results
- Improve your effectiveness at work

## Course Methodology of Improve your Effectiveness at Work

This Improve your Effectiveness at Work educational program uses a mix of theory, ‘hands-on’ practice, and reflection – with many opportunities to see understanding and share ideas with others. You’ll be invited to require a stock of your current strengths (and areas for development) and given a variety of techniques and concepts to assist you to develop in the future. This

educational program is practical, interesting, and enjoyable.

## Organizational Impact of Improve your Effectiveness at Work

### Organizations can expect delegates to:

- Raise their efficiency levels
- Believe in their ability to handle information overload
- Have practiced strategies for effective reading & note making
- Save time and resources through better time management
- Improve their ability to think for themselves, work with others & develop action plans

## Personal Impact of Improve your Effectiveness at Work

### Delegates can expect to:

- Study fast, effective reading, memory, and note-making skills (using mind mapping)
- Develop your ability to present ideas
- Learn simple techniques to assist manage time & plan for results
- Learn clear-thinking approaches to use when handling problems
- Improve self-belief and self-confidence when working alone or as a part of a team
- Understand the importance of teamwork, and what you'll do to enhance it

## Target Audience of Improve your Effectiveness at Work

This Improve your Effectiveness at Work training course provides a chance for everybody to refresh and update the essential core skills needed to achieve success.

### It's suitable for a good range of execs but will greatly benefit:

- Management Professionals
- Marketing, HR, and PR Professionals
- Salespeople
- Anyone eager to improve their effectiveness at work
- Members of Project Teams / Group

## Course Outlines of Improve your Effectiveness at Work

### DAY 1

### Creativity and Innovation at Work

- Self-assessment: Your Personal Strengths and Weaknesses at Work
- Learn to Use Mind-mapping – The extraordinary note-making, planning and creativity tool
- what's creativity and the way does it differ from innovation?
- Barriers to creativity
- Four Key Focus Areas for Creativity at Work

### DAY 2

### Communication and Team working

- Getting Your Point Across: Know What to mention and when to mention It
- An easy Template for Planning and Organizing Your Ideas
- Working in Groups

- How do teams evolve and what you'll do to assist a team meet its objectives?
- Handling Difficult People

## DAY 3

## Reading Strategies

- Brooding about the Reading Process (identifying your current skills)
- Reading as a Conscious, Deliberate Process
- Fast Reading, Slow Reading, and Reading confidently
- Combining Reading Strategies with Mind-mapping Skills to extend Effectiveness
- Improve Your Reading by Understanding ‘business writing’ Skills

## DAY 4

## Time Management as a Deliberate Choice

- Time Management: Implementing a Solid Daily Routine
- Planning (What you've got to do?) and Prioritization (What do you want to do first?)
- Linking Plans and Priorities to Your Diary so as to realize Results
- Handling Interruptions and Distractions
- Finding Balance between Working-life and Home-life

## DAY 5

## Your Personal Skills-Set: Putting It all at once

- Memory Challenge
- Memory Principles
- employing a Memory System
- Handling Information Overload
- Self-assessment: Your Personal Strengths and Weaknesses at Work

### Register or ask about this course online

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