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|  | EFFECTIVE PERSONAL PRODUCTIVITY®  *Create a High Performance Organization* |
| **Effective Personal Productivity**  **Fall Development Schedule** | |
| LMI Canada Winnipeg Office  Virtual  Winnipeg, Manitoba R3B 3K6 | |
| Schedule of Sessions | |

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| **Pre-conference Goal Setting** |  |  |  |
| *Defining the Goal & Tracking* | Tuesday | Oct 27 | 1:00 - 3:00 pm |
| **Pre-conference Goal Setting** |  |  |  |
| *Refinement of Goal Tracking* | Tuesday | Nov 10 | 1:00 - 3:00 pm |
| **Kick Off** |  |  |  |
| *Introduction to Concepts* | Tuesday | Nov 24 | 1:00 - 3:00 pm |
| **Goal Planning** |  |  |  |
| *Developing Goal Planning Sheets* | Tuesday | Dec 8 | 1:00 - 3:00 pm |
| **Lesson One** |  |  |  |
| *The Nature of Productivity* | Tuesday | Dec 22 | 1:00 - 3:00 pm |
| **Lesson Two** |  |  |  |
| *Productivity Through Goals Achievement* | Tuesday | Jan 5 | 1:00 - 3:00 pm |
| **Lesson Three & Mid-term Review** |  |  |  |
| *Increasing Productivity Through Managing Priorities* | Tuesday | Jan 19 | 1:00 - 3:00 pm |
| **Lesson Four** |  |  |  |
| *Improving Productivity Through Communication* | Tuesday | Feb 2 | 1:00 - 3:00 pm |
| **Lesson Five** |  |  |  |
| *Empowering the Team for Peak Performance* | Tuesday | Feb 16 | 1:00 - 3:00 pm |
| **Lesson Six** |  |  |  |
| *Increasing Productivity of the Team* | Tuesday | Mar 2 | 1:00 - 3:00 pm |
| **Participant Graduation Presentations** |  |  |  |
| *Please invite your mentor* | Tuesday | Mar 16 | 1:00 - 3:00 pm |
| **Dates are Subject to change** | | | |