



EFFECTIVE PERSONAL PRODUCTIVITY WINTER SPRING 2020 DEVELOPMENT SCHEDULE

LMI Canada Inc

Facilitated by Barry Reid – Location: Convenient Hamilton Location to be determined
Call (905)745-0657 or breid@lmicanada.ca for more details

Dates, times and location are subject to change

Pre-conference Goal Setting

Defining the Goal & Tracking Thursday January 23 9:00 – 11:00 am

Pre-conference Goal Setting

Refinement of Goal Tracking Thursday February 6 9:00 – 11:00 am

Kick Off

Including Planning Tool Training Thursday February 20 9:00 – 11:00 am

Goal Planning

Developing Goal Planning Sheets Thursday March 5 9:00 – 11:00 am

Lesson One

The Nature of Productivity Thursday March 19 9:00 – 11:00 am

Lesson Two

Goals Achievement through Time Management Thursday April 2 9:00 – 11:00 am

Lesson Three

Increasing Productivity Through Controlling Priorities Thursday April 16 9:00 – 11:30 am

Lesson Four & Midterm Review

Improving Productivity Through Communication Thursday April 30 9:00 – 11:00 am

Lesson Five

Empowering the Team Thursday May 14 9:00 – 11:00 am

Lesson Six

Increasing Productivity of the Team Thursday May 28 9:00 – 11:00 am

Participant Graduation Presentations

Please invite your mentor Thursday June 11 9:00 – 11:00 am