



EFFECTIVE PERSONAL PRODUCTIVITY FALL WINTER 2019 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 Wednesday November 20 9:00 – 11:00 am

Pre-conference Goal Setting

Refinement of Goal Tracking Wednesday December 4 9:00 – 11:00 am

Kick Off

Including Planning Tool Training Wednesday December 18 9:00 – 11:00 am

Goal Planning

Developing Goal Planning Sheets Wednesday January 8 9:00 – 11:00 am

Lesson One

The Nature of Productivity Wednesday January 22 9:00 – 11:00 am

Lesson Two

Goals Achievement through Time Management Wednesday February 5 9:00 – 11:00 am

Lesson Three

Increasing Productivity Through Controlling Priorities Wednesday February 19 9:00 – 11:30 am

Lesson Four & Midterm Review

Improving Productivity Through Communication Wednesday March 4 9:00 – 11:00 am

Lesson Five

Empowering the Team Wednesday March 18 9:00 – 11:00 am

Lesson Six

Increasing Productivity of the Team Wednesday April 1 9:00 – 11:00 am

Participant Graduation Presentations

Please invite your mentor Wednesday April 15 9:00 – 11:00 am