

Training

One-Hour Introductory Courses

Virtual or On-Site



About our one-hour introductory courses

Our one-hour introductory courses provide a solid starting point for your learning journey around our programs. These courses are a great way to introduce key concepts that are timely and relevant for your team and organization. The one-hour courses leave individuals curious and inspired, with the beginnings of key tools that can transform their productivity.

At McGhee Productivity Solutions (MPS), we have a strong philosophy about what makes a culture productive, centered around five specific disciplines: Alignment, Accountability, Workflow Management, Digital Fluency and Well-Being. Each of the following introductory courses falls in to one our five disciplines, allowing you to customize your learning journey based on the areas that you want to focus on the most.

All one-hour introductory courses can be led virtually or on-site.

The Process

Pre-Course

- Meeting with one of our consultants to determine which courses and learning journey are best for your organization
- Logistical (registration, invites, etc.) setup
- Event education and promotional support from us to maximize impact within your organization

Course Webinar

- One-hour live event delivered by a McGhee subject matter expert
- In-course logistical support to handle technical errors and answer questions along the way
- Evaluation survey sent to attendees to gather real-time feedback and effectiveness

Post-Course

- Survey data analysis between MPS and clients to identify additional learning opportunities
- Optional access to the McGhee Learning Center for additional learning

One-Hour Introductory Course Descriptions

Introduction to Take Back Your Life!®

In a world of too much to do, it seems almost impossible to keep up with all the emails and tasks ahead. In this webinar, participants will be introduced to the key models, behaviors, and tools for getting the right things done—personally and professionally. They will walk away with tips, tricks, and strategies that they can apply right away to more effectively manage a constant stream of communication, tasks, and projects.

This is the introduction to our flagship course, Take Back Your Life!, which is available on-demand, virtually, and on-site.

Course Takeaways:

- Learn how to work with beliefs to change results
- Learn key functions in Outlook or G Suite for managing workflow
- Learn a model for making decisions quickly and easily
- Learn keys for prioritizing and planning

“Take Back Your Life! was the best course I have ever taken on productivity. I feel energized that I have a plan to meet my goals and have tools to set my priorities to achieve them. It would not have been the same without you walking us through the tips for setting Outlook up for efficiency. This was well worth my time.”

- Business Development Manager, Fortune 500 Consulting Firm

Introduction to Breaking Old Habits

Everyone knows old habits die hard, and often we lack the tools needed to foster change needed to sustainably adopt healthy habits. This webinar explores the mindsets and motivations behind negative habits hindering productivity and professional development. This introductory seminar will encourage participants to identify old mindsets in order to create paradigm shifts, helping them break their old, unproductive habits and form new, efficient ones. These new mindsets support ongoing professional, personal and productivity growth.

Course Takeaways:

- Models to identify how results stem from implementing and adopting new habits
- Learn how to change beliefs reinforced by tactical tools to practice new beliefs, such as creating a priority calendar and planning the day

Introduction to Concise Correspondence

In this course, participants will gain a basic understanding of how to improve their business writing skills, enabling them to accomplish objectives quicker and more efficiently. This introductory webinar explores how to tailor effective communications for different situations and audiences, along with introducing a Business Writing Checklist for immediate impact on workplace communication.

Course Takeaways:

- Learn how the 5 Ps of effective business writing can support email requests
 - See how improved writing increases professional brand and credibility
 - Understand that grammar school writing doesn't necessarily serve us well in the business world
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Introduction to Effective Decision Making

This introductory course is an approach to making informed, well-reasoned decisions that lead to achieving desired outcomes and success. Participants will learn a decision-making process in a professional environment—from the problem-solving process, to building the business case for making decisions, to exercises that give participants hands-on practice.

Course Takeaways:

- Understanding the link between decisions and desired outcomes or meaningful objectives
 - Learning how to not give decisions more time and attention than they deserve or require
 - See why two minds are better than one in the decision-making process
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Introduction to Productivity and Collaboration Essentials for Microsoft Teams

This course explores the keys for collaborating in Microsoft Teams, best practices for setting up Teams, and aligning on rules to play by to produce greater results. This is not a technical training on how to use Teams, but you will learn tips and tricks along the way that support productive collaboration.

Course Takeaways:

- Learn 5 keys for effectively collaborating
- Learn 4 basic functions for working productively in Teams
- Learn 3 key questions for aligning on rules to play by

Introduction to Microsoft OneNote

This course explores the value of leveraging Microsoft OneNote for Windows for organizing and taking meeting notes, tracking project plans, storing research notes, and integrating action items with Outlook. Participants will learn OneNote tips and tricks that they can apply right away to improve their workflow.

Course Takeaways:

- Learn how to effectively structure OneNote notebooks, sections and pages
 - Learn how to integrate OneNote with other Microsoft tools
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Introduction to Best Practices for Virtual Facilitation

Are more of your meetings moving virtually? In this course, you will learn best practices for virtual presentations, common platform differences, time-saving PowerPoint tips, and self-awareness questions for more powerful presentations.

Course Takeaways:

- Learn how to deliver powerful virtual presentations
 - Learn tactical tools about platforms and PowerPoint
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Introduction to Personality and Productivity

Personality affects how individuals handle relationships, communication, problems, stress, and tasks differently based on their individual personality style. This course provides an overview of how productivity relates to different personality styles. In this course, participants are introduced to a variety of productivity principles tailored to their individual personality.

Course Takeaways:

- Get an overview of different personality traits that affect workplace productivity
 - Creating a priority calendar to match personality and preferences
 - Working with different personality types within your organization
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Introduction to Productive Conflict Resolution

This course explores conflict resolution and its impact on productivity, relationships, collaboration, and workplace effectiveness. Participants will gain a deeper understanding of conflict and the value of resolving conflict quickly and efficiently.

Course Takeaways:

- Review the four steps to productive conflict resolution
- Learn proven strategies to change results in managing conflicts at work and in life

Introduction to Persuasion and Influence

This course explores the skills of persuasion and influence in the workplace and how they can be increased to improve leadership. Participants will explore the difference between persuasion and influence, and how each of them impacts communication, confidence, and authenticity within an organization.

Course Takeaways:

- Understand the difference between persuasion and influence
 - See the impact that persuasion and influence have on leadership styles
 - Learn how different levels of persuasion and influence impact communication and goal completion
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Introduction to Navigating Change

As the world around us and the pace of business changes rapidly, navigating change is a required skill for every person in your organization. In this course, participants will learn how to move through change, even when it can be difficult or even frightening.

Course Takeaways:

- Develop a deeper understanding of change and why it can be unsettling
 - Learn how change can impact our performance
 - Learn how to move through the different stages of change - from fear, to understanding, to adaptation, to acceptance, and commitment
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Introduction to Cultivating Well-Being

This course introduces best practices for increasing productivity by increasing energy, focus, and balance. We blend the latest data and research with practical exercises and engaging conversations around well-being. Participants will learn practical and sustainable ways to make small habit changes that can make a big difference personally and professionally.

Course Takeaways:

- Energy: Best practices for hydration, sleep, and exercise
- Focus: Reducing distractions, multi-tasking, disconnecting
- Balance: Self-reflection, being present, gratitude
- Working with limiting vs. positive beliefs
- Habit Building Steps for sustainability

Introduction to How to Disconnect

Taking time away for the weekend or a vacation is critical to our wellbeing, yet it is one of the most common compensation benefits left on the table. In this course, we explore the beliefs that get in the way of leaving tech behind, uncover what has us striving to get it all done, therefore keeping us at work, and wrap up with some very tactical tools to support being out of office without electronic devices.

Course Takeaways:

- Learn how to identify beliefs that get in the way of leaving technology behind
 - Receive tactical tools to support being out of office: effective out of office messages, preparing your alternate contact, and running clean up to remove redundant messages
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Introduction to Mindful Nutrition for Energy and Productivity

We often think of productivity as scheduling, an inbox of zero, and managing tasks, but there's another side of productivity that we don't usually think about. Which is increasing our energy to do the things we wish to do at work and in life. But how do we increase energy? In this course, participants will be reminded and encouraged to take on better nutrition to benefit their well-being.

Course Takeaways:

- Understand how hydro-energy impacts brain and body energy
 - Learn the keys for developing a foundation for a self-care routine to increase energy and decrease stress
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Introduction to Strategies to Successfully Work from Home

More and more of our clients have moved all staff to working remotely. Some of us have been doing this for years and there is minimal impact. But for many, working entirely from home is new and has a whole new set of challenges and distractions. This course gives practical tips for being productive while working virtually.

Course Takeaways:

- Learn 13 strategies to improve productivity while working from home
- Identify opportunities for sustainable change

Contact Us to See Which Courses Work Best for You and Your Organization