



Catalog

We are a consulting firm specializing in increasing productivity at the organization, team, and individual levels of a company.

We approach culture change by focusing on five specific elements: Alignment, Accountability, Workflow Management, Digital Fluency and Well-Being. We do this through a combination of Change Management, Coaching, Training and Consultative Workshops, and On-Demand solutions.

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Change Management Solutions

Being invited to participate in the Objective Accountability Program has been the greatest opportunity I could have been given as a leader in our organization. This has been an incredible journey of self-reflection and learning that I would not have missed for the world. This process has transformed me as a leader and has also transformed how I show up in my personal life as well.

- Karen Vitgenos, Boulder County



Objective Accountability for High-Performing Work Teams

This program teaches the productivity skills and sustainable processes needed for highly aligned, accountable, and productive work teams to achieve the results that matter most. Through a combination of assessments, facilitated sessions, coaching, training, and on demand solutions that span several months, you'll learn how to perform with greater levels of alignment (versus agreement), accountability, and productivity. A coordinator within your organization is trained to champion the program, support your staff throughout the roll out, and manage the accountability dashboards and metric processes.

Format: On-site and virtual, with follow-up meetings

Includes: Strategic Team Planning, Team Accountability Program/Cultivating Accountability, Take Back Your Life! Course, Internal Coordinator Training, and 1:1 Coaching

Productivity and Collaboration for Microsoft Teams

This program leads your intact team, business unit, or entire organization through the successful implementation of Microsoft Teams as a powerful collaboration and productivity tool. We facilitate your leadership and end users through an in-depth process on the purpose, guidelines, governance, and best practices of using Teams, through a combination of assessments, facilitated sessions, coaching, training, and on-demand solutions that span several months. The result is an increase in the number of projects tracked in Teams, more fluency with key features, more transparency around who is working on what, and greater success rates in keep projects on track toward completion. A coordinator within your organizer is trained to champion the program and support your staff throughout the roll out.

Format: On-site and virtual, with follow-up meetings

Includes: Leadership Alignment and Governance, Productivity and Collaboration Essentials Course, Take Back Your Life! Course, Internal Coordinator Training, and 1:1 Coaching

Productivity and Collaboration for Microsoft Outlook

This program leads your intact team, business unit, or entire organization through the successful implementation of Microsoft Outlook as a dynamic communication, project tracking, and focus tool. We facilitate your leadership and end users through an in-depth process on the purpose, guidelines, governance, and best practices of using Outlook, through a combination of assessments, facilitated sessions, coaching, training, and on-demand solutions that span several months. The result is an increase in the number of projects and strategic next actions tracked in Outlook, higher-quality and more streamlined email communications and meetings, more proactive and less reactive approaches, greater work/life balance, and increased individual accountability around actions driving the outcomes of the organization. A coordinator within your organization is trained to champion the program and support your staff throughout the roll out.

Format: On-site and virtual, with follow-up meetings

Includes: Leadership Alignment and Governance, Take Back Your Life! Course, Internal Coordinator Training, and 1:1 Coaching

Assessment - Culture of Productivity

This in-depth assessment measures the productivity of your intact team, business unit, or entire organization. We assess your performance around our five elements of productivity through an in-depth survey that measures your levels of alignment, accountability, workflow productivity, digital fluency, and well-being. You'll receive a detailed report of our findings and we will facilitate your team through improvement opportunities and next steps.

Format: On-site and virtual, with follow-up meetings

Includes: Survey, Findings, and Recommendations Report

Assessment - Interview Findings

This detailed assessment focuses on a specific need, topic, skill, or situation where you have an opportunity to increase performance and productivity. Through 1:1 interviews with a small group of selected individuals, we assess your key strengths and challenges. You'll receive a summary report of our findings and we will facilitate your team through improvement opportunities and next steps.

Format: On-site and virtual, with follow-up meetings

Includes: Interview Findings Assessment with Recommendations Report



We are so busy sometimes that we rarely stop to ask ourselves, "Is there a better way to do this?"
Everyone's workflow can be reduced and standardized to move quicker and produce results sooner. Right now, people react to their work and to their email; they're not proactive enough about it.

- Sally McGhee, MPS Founder & CEO

Coaching Solutions



Results of these sessions exceeded my expectations. The personal consulting improved my home life so much that it allowed me to use my time management and organizational tools at work more effectively.

-Former CIO, Finance Industry

Executive 1:1 Coaching

This program is designed for talent development of high-performing leaders. Through a series of 1:1 meeting with a senior consultant, you will identify opportunities and potential to become a more effective, strategic, decisive, focused, balanced, and productive leader. You will identify patterns, behaviors, and beliefs that can be inhibitors to growth and performance. The result is a clear vision and tactical plan for stepping into being a better leader and change agent.

Format: 1 to 2 days on-site in your workspace with follow-up meetings done virtually, or all done virtually through a series of sessions

Take Back Your Life!® 1:1 Coaching

This program supports you in learning sustainable models, behaviors, and technical skills for getting the right things done. You will work 1:1 with a consultant to learn essential skills for building a high-quality to-do list, managing projects, actions, and reference, more effective communication, and thinking more strategically. The result is greater alignment and focus working on the most important things and letting the rest go—all while maintaining work/life balance. This program is tailored to your role. Integrated with Microsoft Outlook or G Suite.

Format: 1 to 2 days on-site in your workspace with follow-up meetings done virtually, or all done virtually through a series of sessions

360° Performance 1:1 Coaching

This program is designed for talent development of high-performing leaders. Through a series of 1:1 meeting with a senior consultant, you will identify opportunities and potential to become a more effective, strategic, decisive, focused, balanced, and productive leader. You will identify patterns, behaviors, and beliefs that can be inhibitors to growth and performance. The result is a clear vision and tactical plan for stepping into being a better leader and change agent.

Format: 10, 90-minute on-site or virtual calls, with follow-up meetings done virtually

Training and Consultative Workshops

The Strategic Team Planning has helped me see first-hand the power of a vision, alignment, and planning in driving a team of this size, managing managers, and driving change in the organization.

- Larry Clark, Microsoft



Strategic Team Planning

This workshop guides intact teams through a process that focuses on celebrating wins, course-correcting what didn't work in the past year and looking ahead to gain alignment for the coming year's goals and objectives. Over the course of several days, each person is brought to a higher level of accountability and alignment around their individual contribution, goals, projects, and action plans for getting the most important things to get done. The process is sustainable year-after-year. The result is a higher degree of trust, assuming the best, transparent communication, and teaming.

Format: 3 days on-site. Can be done as a stand-alone workshop or as part of the Objective Accountability for High-Performing Work Teams solution.

Team Accountability Program

This workshop approaches accountability through behavior change and tactical processes. Your intact team will learn how to build and thrive in a highly accountable, communicative, and results-driven environment. Day one (also called the Cultivating Accountability workshop below) focuses on understanding accountability and how your team can move from blame to solutions. Day two introduces a simple tracking system for reporting progress, bringing higher awareness around what's working and not working—to dynamically steer the team toward results that will make the greatest impact.

Format: 2 days on-site. Can be done as a stand-alone workshop or as part of the Objective Accountability for High-Performing Work Teams solution.

Cultivating Accountability

This workshop takes your intact team through an interactive workshop to understand accountability and how you can move from blame to solutions. The result is each person leaves with a renewed commitment toward creating and owning their own results and success, for the greater good of the team and organization.

Format: 1 day on-site. Can be done as a stand-alone workshop or as part of the Objective Accountability for High-Performing Work Teams or Team Accountability programs.

Take Back Your Life!® Course

This course supports participants in learning sustainable models, behaviors, and technical skills for getting the right things done. They will learn essential skills for building a high-quality to-do list, managing projects, actions, and reference, more effective communication, and thinking more strategically. The result is greater alignment and focus working on the most important things and letting the rest go—all while maintaining work/life balance. Integrated with Microsoft Outlook or Google G Suite.

Format: 4.5 to 8 hours on-site or 4.5 hours virtual. Includes Habit Building Email Series. McGhee Learning Center Grad Access Pass recommended.

Take Back Your Life!® Grad Series

This series of courses builds on the Take Back Your Life! foundation and dives deeper into complementary productivity topics. Options include Take Back Your Life! Refresher, Breaking Old Habits, Integrating Microsoft OneNote, Concise Correspondence, and Project Coordination.

Format: Refresher 90 minutes, all others up to 4.5 hours, virtual or on-site

Productivity and Collaboration Essentials for Microsoft Teams

This course is a deep dive into the best practices for using Microsoft Teams to increase productivity, streamline collaboration, and drive better results. The course explores productivity essentials, which tool for which purpose, key features and functions in Teams, managing discussions, decisions, actions, and the keys for successful collaboration.

Format: 4.5 to 8 hours on-site or 4.5 hours virtual. McGhee Learning Center Grad Access Pass recommended.

Productivity and Collaboration Essentials Grad Series

This series of courses builds on the Productivity and Collaboration foundation and dives deeper into the power of Teams. Options include Productivity and Collaboration Essentials Refresher, Making Meetings More Productive Using Teams, and Effective Virtual Facilitation Using Teams.

Format: Refresher 90 minutes, Meetings and Facilitation 2 hours, virtual or on-site

Making Meetings More Productive

This workshop focuses on the elements for more productive meetings, including aligning on meeting governance and guidelines, the keys for setting up productive meetings, and the decision-making model for attending meetings (or not.) The course can also cover meeting-related features and functions in specific tools, including Microsoft Outlook and Microsoft Teams.

Format: 2 hours on-site or virtual.

Effective Virtual Facilitation

This workshop teaches the best practices for virtual facilitation. Participants will learn keys to creating an engaging learner experience, including the unique differences presenting virtually vs. in-person. The course can also cover meeting-related features and functions in specific tools, including Microsoft Teams, Zoom, or GoToWebinar.

Format: 2 hours on-site or virtual.

Cultivating Well-Being

This course approaches productivity and performance through the lens of well-being. The course is focused on the beliefs and methods that result in greater energy, focus, and balance. Blended with the latest research, participants will learn habit-building steps that are easy to adopt and support long-term sustainable wins.

Format: 4.5 to 8 hours on-site, four one-hour virtual sessions scheduled one month apart, or one 4.5-hour virtual session. McGhee Learning Center Grad Access Pass recommended.

One-Hour Introductions

Our one-hour introductory courses provide a solid starting point for your learning journey around our programs. These courses are a great way to explore a variety of productivity topics through engaging virtual sessions. These courses introduce our essential models, beliefs, and technology tips that can transform productivity. Topics include:

*Take Back YourLife!®
Learning Microsoft OneNote
Breaking Old Habits
Concise Correspondence*

*How to Disconnect for Meaningful Vacations
Productively Working from Home
Productivity and Collaboration Essentials with Microsoft Teams
Cultivating Well-Being*

Format: One hour on-site or virtual

On-Demand Solutions

I found the on-demand, self-paced Take Back Your Life! course so valuable because it allowed me to pause and work at my own pace and allowed me to practice along the way.

- National Sales Director,
Rare Disease Biologics Company



McGhee Learning Center

The McGhee Learning Center is a self-paced resource, with courses, lessons, discussion forums, and a robust resource library. It is an online learning platform providing on-demand content that accommodates different learning styles and learner locations. It can serve as a stand-alone solution or can be blended with any of our virtual or in-person courses.

Access to the Center is offered in two formats:

All Access Pass - Provides a full year of access to all courses, lessons, and features in the Center, including our Take Back Your Life! on-demand course, as well as many quick lessons on topics such as Effective Decision Making, Navigating Change, Personality and Productivity, and Productivity Packs for Microsoft Outlook, OneNote, and Teams. This is a great resource to those new to Take Back Your Life! or our solutions who want to build a solid foundation and learn skills for productivity mastery.

Grad Access Pass - Provides a full year of access to all lessons and features in the Center. Does not include the Take Back Your Life! on-demand course. This is a great resource for grads of Take Back Your Life! who want to continue their learning journey and sustain their foundation. It's also a great option for those who want to get started with the essentials.



Full Courses



Quick Lessons



Simple
Solution Videos



Course Materials