![McGhee Productivity Solutions logo]

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 On-Demand solutions.

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Change Management Solutions

Culture of Productivity Program

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 or virtual, with follow-up meetings.

Includes: Custom blend of our change management, training coaching, and on-demand solutions to meet your organization's needs.

Culture of Productivity Assessment

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 or virtual, with follow-up meetings.

Includes: Survey, Findings, and Recommendations Report. Can be done as a stand-alone assessment or as part of the Culture of Productivity Program.

Interview Findings Assessment

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 or virtual, with follow-up meetings.

Includes: Survey, Findings, and Recommendations Report. Can be done as a stand-alone assessment or as part of the Culture of Productivity Program.

Strategic Team Planning Program

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: Three days on-site or virtual. Can be done as a stand-alone workshop or as part of the Culture of Productivity Program.

Cultivating Accountability Program

This workshop approaches accountability through behavior changes 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: One Day on-site or virtual. Can be done as a stand-alone workshop or as part of the Culture of Productivity Program.

Demonstrating Accountability Program

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: One day on-site or virtual. Can be done as a stand-alone workshop or as part of the Culture of Productivity Program or Team Accountability Program.

Effective Communications and Meetings

This program is designed to transform your communication and meeting culture, by aligning your leaders and staff on a new paradigm for getting work done. The focus of the program is on individual behavior and team alignment to tackle the source of unproductive meetings and communications. Through a series of targeted alignment workshops to establish a baseline of new governance and guidelines, tactical productivity courses to teach best practices, and accountability surveys to measure results, we will help you move your team from meeting fatigue and overflowing inboxes to high-quality meetings and more effective communications to optimize your productivity.

Format: On-site or virtual. Can be done as a stand-alone program or as part of the Culture of Productivity Program.

Productivity Academy for Administrative Professionals

This program leads your administrative professional staff through a series of engaging workshops, roundtable discussions, and implementation exercises to improve their workflow, sharpen their digital fluency, and cultivate greater well-being. The result is increased productivity, stronger sense of community and support among the administrative staff, and a path to sustainable mastery in their roles. Delivered over four, consecutive sessions timed up to a month apart.

Format: One-site or virtual. First session is four hours. All others are two hours. Can be done as a stand-alone program or as part of the Culture of Productivity Program.

Coaching Solutions

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: One to two 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: One to Two days on-site in your workspace with follow-up meetings done virtually, or all done virtually through a series of sessions. We also offer a blended learning package that includes the on-demand version of Take Back Your Life! with 1:1 coaching.

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.

Creating Executive Presence 1:1 Coaching

This program is designed for high-performing leaders to optimize their potential as presenters. Through a series of 1:1 meetings with a senior consultant, you will identify beliefs and mindsets to deliver more effective, engaging and impactful presentations. This program is highly-tailored to strengths and areas of opportunities. It is a chance to let go of anything in the way of getting the results you want in the world of presenting.

Format: Typically six two-hour segments. A preliminary call is conducted before the program begins to determine your desired outcomes. Optional 360 interviews can also be completed to gain greater insights about improving your unique style as a presenter. We offer unlimited email support during the program.

Training Solutions

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 to 8 hours on-site or 4 hours virtual. Includes Habit Building Series on-demand. McGhee Learning Center Grad Access Pass recommended.

Productivity and Collaboration using Microsoft® Teams®

This course takes a deep dive into how productivity and collaboration works inside Microsoft Teams. Participants will explore essential features, learn to manage projects and meetings, integrate tools such as Outlook, OneNote, Planner, and capture key strategies for effective collaboration. This course also looks at meeting fatigue by focusing on governance and what makes meetings more productive.

Format: 4 to 8 hours on-site or 4 hours virtual. Includes Habit Building Series on-demand. McGhee Learning Center Grad Access Pass recommended.

Optimizing Take Back Your Life! using Microsoft® OneNote®

This workshop will sharpen your skills from the Take Back Your Life! course and takes a deep dive into using Microsoft OneNote productively. This includes ways to use OneNote, strategies for creating notebooks, sections and pages, using OneNote to track meetings, projects, centralize reference, and integrate OneNote with Outlook and Teams. This course will clarify which tool to use for what purpose so you can leverage your systems to achieve results.

Format: 4 hours on-site or virtual. Includes Habit Building Series on-demand. McGhee Learning Center Grad Access Pass recommended.

Introduction to Microsoft Teams

If you have users just getting started with Teams—or have been using it for a while but haven't moved beyond the basics—this course builds a solid foundation for learning the essential features and functions. They will get a hands-on overview of what's possible with Microsoft Teams, including understanding activity feed, reducing notification distractions, using the Command Bar, changing profile settings, tips for using Chat more effectively, using a Wiki for notes, and how Team sites, channels, and tabs work for collaboration.

Format: One hour virtual.

Project Collaboration using Microsoft Teams

This course is a deep dive into the power of Microsoft Teams for collaborating on projects. Participants will explore which tool for which purpose among the many choices they have in the Microsoft suite, see the potential of Teams by setting up a practice site to manage projects, eliminate gaps in their workflow by learning how to integrate OneNote, Planner, and Outlook, and collaborate more effectively on documents by learning best practices for file sharing. The course is hands-on and interactive. The Introduction to Microsoft Teams and Take Back Your Life! courses are recommended prior to this course, but not required.

Format: Two hours virtual.

Making Meetings More Productive Using Microsoft Teams

This workshop tackles meeting fatigue by focusing on what makes more productive meetings, including the decision-making model for whether or not to attend meetings, the keys for setting up productive meetings, setting up a practice site in Teams to manage recurring meetings for agendas, decisions, and actions, and aligning on meeting governance and guidelines so everyone is on the same page. The Microsoft Teams Essentials and Collaborating in Microsoft Teams courses are recommended prior to this course, but not required.

Format: Two hours virtual. Can be tailored to focus on Microsoft Outlook.

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: Four one-hour virtual sessions scheduled one month apart, or one four-hour virtual or on-site session.

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, and the presentation-related features and functions in Microsoft Teams or Zoom.

Format: Two hours virtual.

Workflow Mastery in Microsoft OneNote

This course dives into leveraging Microsoft OneNote for organizing and taking meeting notes, tracking project plans, storing research notes, and integrating OneNote with other Microsoft tools. Participants will learn a wide range of OneNote tips and tricks that they can apply right away to streamline their workflow and improve their productivity. The course is interactive, with time for questions, hands-on exercises, and discussion. It is designed for both Take Back Your Life! grads and non-grads.

Format: Two hours virtual.

The Art of Delegating

This workshop takes a deep dive into the alignment, workflow, and accountability approaches needed for effective delegation. You will learn why delegation is important to increase productivity, what gets in the way of delegation and creates backlog, and practical strategies for tracking delegated items seamlessly through Microsoft Outlook and Teams.

Format: Two hours virtual or in-site.

One-Hour Courses

Our one-hour courses are a great way to explore a variety of productivity topics through engaging virtual sessions. These courses provide topic overviews, beliefs, tools and technology tips that can transform productivity. One-hour courses follow various learning journeys and do not have prerequisites, except for the Refresher course and Prioritizing and Planning using Microsoft Outlook which are tailored for continued learning and recommended for Take Back Your Life! graduates.

Introduction to Take Back Your Life!
Introduction to Microsoft Teams
Introduction to Microsoft OneNote
Introduction to Concise Correspondence
Introduction to Cultivating Well-Being
Breaking Old Habits
Getting Email to Zero
Productive Meetings
Take Back Your Life! Refresher
Prioritizing and Planning using Outlook
Project Coordination using Outlook
Document Collaboration using Microsoft Teams
Assigning and Tracking Tasks using Microsoft Teams
Effective 1:1s using Microsoft Teams
Cultivating Well-Being Through Greater Focus
Cultivating Well-Being Through Greater Energy
Cultivating Well-Being Through Greater Balance
Productively Working from Home
How to Disconnect for Meaningful Vacations

On-Demand Solutions

McGhee Learning Center

The McGhee Learning Center is a self-paced resource, with courses, lessons, discussion forums, and a robust resource library. 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 Introduction to Cultivating Well-Being, Introduction to Effective Decision Making 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 full 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.

Blended Learning – Many clients choose a blended learning approach with our in-person, virtual, and on-demand solutions, to support learners in building sustainable habits. Examples include:

- Take Back Your Life! on-demand course with one or more one-hour 1:1 virtual coaching sessions
- Take Back Your Life! on-demand course with a one-hour group virtual Refresher course

We can work with you to create a blended learning package that matches the learning styles of your staff, for long-term, sustainable wins.