

Workshops that work

Workshops with at-desk coaching to help you increase productivity, experience playful momentum and feel more in control.

**think
productive**
WORKSHOPS THAT WORK

Why we're different

Our uniquely practical approach...

What we do

We are passionate about Productivity. Our Productivity Ninjas (that's what we call our trainers) deliver workshops, practical coaching and consultancy to help you and your people to get more done, with less stress.

Think Productive delivers:

- In-house Workshops
- Public Workshops
- One-to-one Productivity Consultancy & At-Desk Implementation
- Webinars
- Keynote Talks by Graham Allcott
- Books by Graham Allcott

At-desk coaching

Unlike other training companies, we're passionate about making sure people implement the things we cover on our workshops straight away so that real change happens. We structure our sessions to include workshop-room time as well as at-desk coaching. So on 'Getting Your Inbox to Zero' for example, people actually GET their inboxes to zero by the end of the 3 hours – not just talk about it.

Blended learning

We see learning as a process that happens from the moment your delegates receive their invite to the workshop, right through to the weeks and months afterwards. We offer an email follow-up service to help make sure the learning sticks. We're also available on email if your team have follow-up questions and we love sharing our own experiences with a full range of different tools – between us, we know all the best tips and tricks for Outlook, Gmail, PC, Mac, pen and paper, iPhone, Android and whatever else you might use!

On our 'Getting Your Inbox to Zero' workshop people leave the session with their email inbox processed to zero.

Our 'Stress Less, Achieve More' workshop leaves people having implemented a new system to manage their workflow by the end of the day.

In our 'Smells like Team Spirit' workshop we help apply the Ninja mindset to team working practices + processes, + identify actions to improve collective productivity.

In our 'Email Etiquette' workshop your team will create an 'email manifesto' to share with their colleagues, which raises awareness of best practices, helps cut out unnecessary email and raises email productivity.

Our 'Making Meetings Magic' workshop leaves people having written plans for their upcoming meetings so that they're action-orientated, time-efficient, productive + even fun.

...delivering immediate results

They know that it works!



"It was well thought out, practical and the best use of my time I have had in a training session in years."

Ronan Gillen, eBay



"An eye-opener and a great framework for managing the pressures of life."

Giles Couzin, University of Bristol



"Some really good ideas on small changes to make a big difference."

Sarah, Scottish & Newcastle Pub Company



"Great delivery, engaging and the one-on-one coaching worked well."

Jada Kadiavic, American Express



"It was genuinely the best training course I've been on – that's coming from a massive training-sceptic."

Andy Nakonecznyj, WaterAid



"Humorous and informal but succinct and business-like."

Janet Topp Fargion, The British Library



"The trainer was genuinely enthused and very engaging. The session was very practical – enough theory to give the background info but lots of practical tips."

Lucy, The Electoral Commission



"I have never seen so many employees so enthused about implementing ideas and discovering new concepts proposed in a workshop before."

Sam Netherwood, Stockport Homes



"There is light at the end of the tunnel!"

K.Petts, BT



"Absolutely great balance of theory and practical tips. The desk-side coaching was very helpful in being ruthless and efficient."

Gill Corish, Blue Rubicon



"I feel ready to take on the world."

Kelly Manthorp, UnLtd

Our In-House Workshops: Practical and immediate changes

Our uniquely practical approach

Our Productivity Ninjas love coming to your office, delivering our in-house workshops and seeing your staff implementing positive changes right there on the day. All of our Productivity Ninjas “walk the talk” when it comes to their own productivity and are brilliant at training and inspiring others.



Getting Your Inbox to Zero

Introducing the ‘inbox zero’ methodology: a way to cut down on the time and stress caused by email and information overload.

Format: 3 hour workshop

Breakdown: 1.5 hours in training room, 1.5 hour at-desk coaching

Maximum delegates: 15

Result: 96% of delegates get inboxes to zero



Email Etiquette

The average worker spends 41% of their time on email management. The email ‘overload’ culture is a key cause of stress and interruptions. This workshop provides email etiquette tips to help your people think about how their emails affect each other.

Format: 3 hour workshop

Breakdown: 1 hour workshop, 1 hour at-desk coaching, 1 hour group work

Maximum delegates: 15

Result: Your team develops an email manifesto to improve email etiquette



How to be a Productivity Ninja

This short seminar will give you an overview of how we work and show you how to keep a zen-like calm and develop a Ninja-like approach to productivity. Ideal for lunch and learn, taster workshops or conference slots.

Format: 1.5 hour seminar

Breakdown: 1.5 hour seminar with discussion and action planning

Maximum delegates: Unlimited

Result: Individual action plans to develop ninja-level productivity skills



Stress Less, Achieve More

Time management for the information age: learn how to manage attention, focus, projects, actions, priorities and decisions. This workshop will give you the Ninja tips, tricks and tools to get more done in less time and with a lot less stress.

Format: 6 hour workshop

Breakdown: 3 hours in the training room then 3 hours at-desk coaching

Maximum delegates: 15

Result: 82% of delegates implement our productivity model and feel more in control of their work



Making Meetings Magic

How to stop meetings being a pointlessly long-winded waste of time and make them fresh, impactful, action-orientated, productive and even fun.

Format: 3 hour workshop

Breakdown: 1 hour theory, 1 hour group work, 1 hour implementation coaching

Maximum delegates: 20

Result: Your team work on real meetings to make them more effective



Smells Like Team Spirit

A team should be greater and more productive than the sum of its parts. This workshop shows you how to cut out the unnecessary stuff and create a healthy, fun and productive working environment for your people.

Format: 3 hour workshop

Breakdown: 3 hour workshop with group-work and practical exercises

Maximum delegates: 15

Result: Your team apply the Ninja mindset to working practices and processes, and identify actions to improve collective productivity

Booking an In-House Workshop

- 1 Discuss your needs with us and we'll help you decide the best workshop for your team.
- 2 We agree on a workshop date.
- 3 We'll send you our Booking Form with our Terms of Business.
- 4 The Booking Form explains the logistics for the workshop: your Productivity Ninja's arrival time and details; room requirements; practical set-up for any at-desk coaching and the workshop price. It's also your opportunity tell us a bit more about the challenges the delegates may face and what your expectations are. If you need any help with filling in the form, we are happy to do this over the phone with you.
- 5 Once you complete your Booking Form and agree to our Terms of Business, this confirms the workshop booking!
- 6 Our team prepare the joining instructions for your delegates, provision of any workshop materials and the Ninja's travel. Our Client Happiness & Logistics Manager ensures that you are looked after every step of the way and runs through the final checks with you a day or two before the workshop.
- 7 After the workshop, we'll be in touch with your invoice and your Post-Workshop Evaluation Report within 7 days.
- 8 Your Productivity Ninja will arrange a follow-up call with you to see how your team are getting on.

Pricing – No nasty surprises!

Some training companies make up their prices as they go along. Not us. Think Productive operates a transparent rate-card policy, with a simple promise: you will know how much our workshops cost before you book.

We also offer discounts for charities, public sector organisations, small businesses and also to any organisation booking more than 10 workshops with us.

In addition to this, we have launched our Green Deal, offering further discounts to In-House Workshop Clients who choose to print their own

workshop handouts, to reduce the number of spares we print and the carbon cost of getting them to you!



There are no nasty surprises when you receive the invoice like you might get with other companies – our price includes the trainer's domestic travel and accommodation costs, any printing, delivery of materials to your venue and any other associated costs for the on-day delivery.

We also provide a follow-up report detailing all the delegate feedback and a free e-copy of the "How to be a Productivity Ninja" ebook for delegates, at no extra cost.

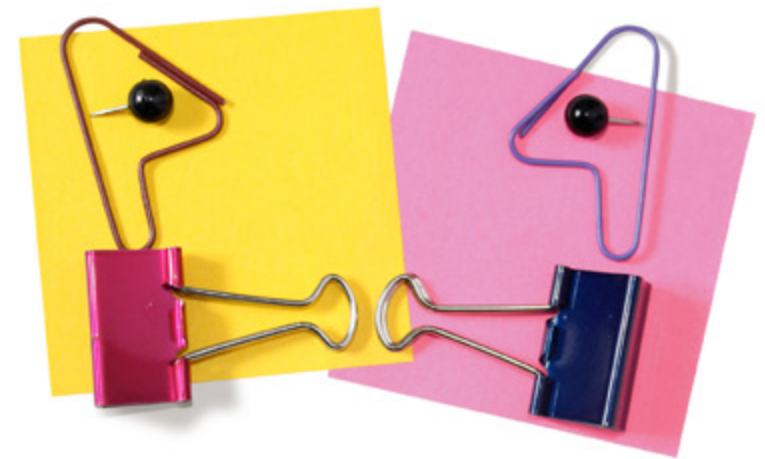
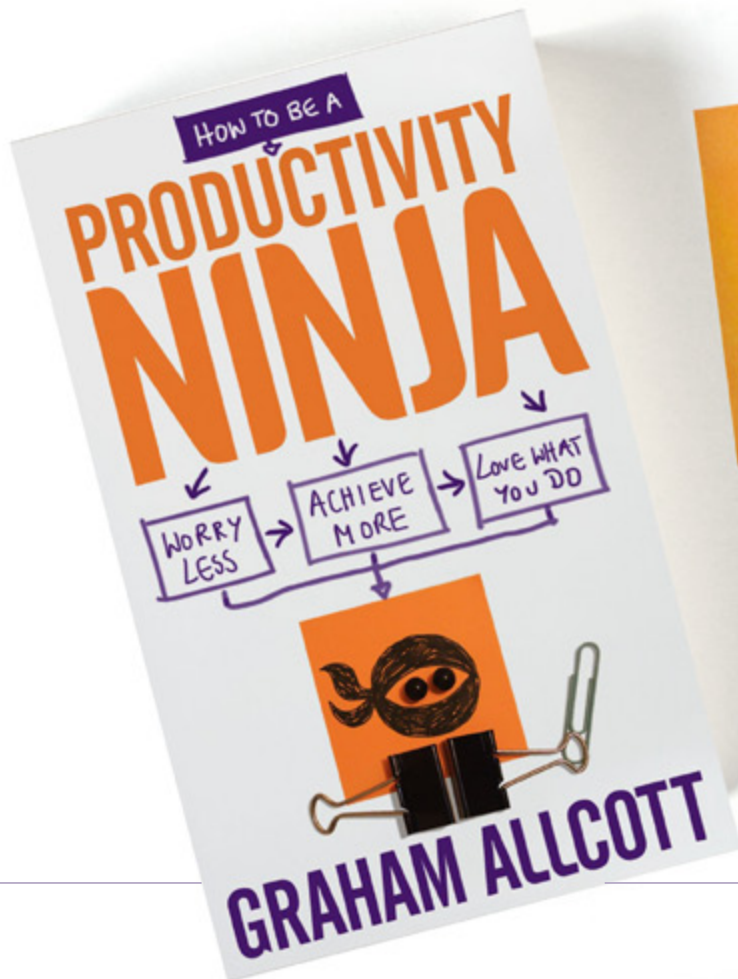


And we do a whole lot more!

As well as delivering our practical in-house workshops, our Productivity Ninjas also do lots of other productivity-related stuff.

All of our sessions and books focus on the aspects of working life that cause confusion, distraction and information overload, which in our experience are the biggest obstacles to getting things

done – and which conventional ‘time management’ programmes do little to address. For more info or to book a session with your local Productivity Ninja, go straight to www.thinkproductive.com



Public Workshops:

We run open access public workshops in cities across all our regions. To book a ticket or to look up dates and locations, check out our website.

One-to-one Productivity Consultancy & At-Desk Implementation

Arrange for one of our Productivity Ninjas to come and spend a whole day at the office with you, to help you sort out all areas of your workflow including email, procrastination, decision-making, prioritisation, working smarter with your PA – whatever it is that you need to feel “ninjafied” and in control.

Webinars

Our Think Productive Webinars are a great way to spread productivity best practice to geographically dispersed teams.

Keynote Talks by Graham Allcott

Graham Allcott is the founder of Think Productive, keynote speaker on productivity and author of the Business Number 1 Best-seller, “How to be a Productivity Ninja”. If you’d like Graham to speak at your event, get in touch via our website.

Books by Graham Allcott

Graham’s best-selling “How to be a Productivity Ninja” book builds on the learning from our workshops and we are regularly told it changes lives!

See our website for more info about all of Graham’s books. Note that we have special discounts available for In-house workshop clients to buy copies for workshop delegates.

Our story

Since 2009 our range of practical, human and straight-to-the-point workshops have been transforming the productivity of leading companies and organisations - in the UK and now increasingly around the world.

We were founded in 2009 by Graham Allcott. Graham had just made the transition from CEO to freelance consultant and realised that, no longer surrounded by a fantastic team of completer-finishers to help him get things done, he needed to revolutionise his own productivity.

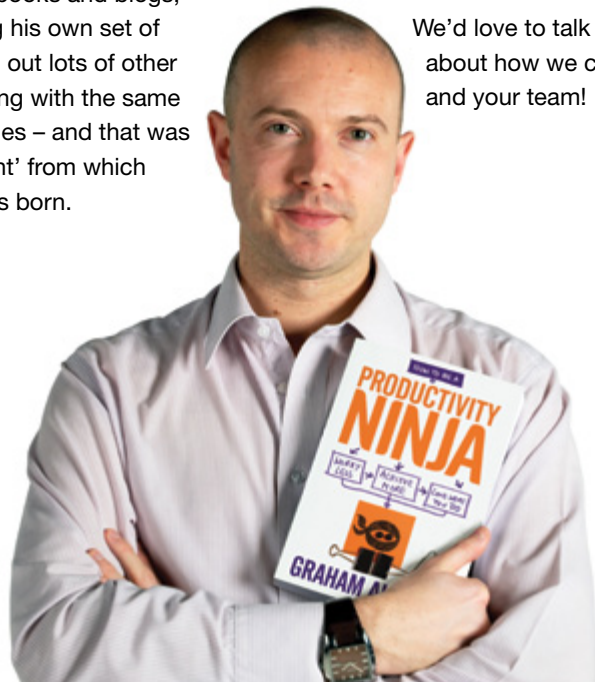
After reading all the books and blogs, he began developing his own set of techniques. It turned out lots of other people were struggling with the same productivity challenges – and that was the ‘lightbulb moment’ from which Think Productive was born.

In 2012, Graham’s first book, “How to be a Productivity Ninja” was released, and has since become a number one business bestseller.



Having expanded around the UK, in 2013 we launched our first international license in Canada, shortly followed by our second license in Benelux - and we are continuing to work with international partners to take our message of playful, productive momentum and Ninja productivity around the world.

We’d love to talk to you about how we can help you and your team!



Our ethics

Think Productive has adopted a ‘social business’ approach from day one. We value trust, openness, honesty and integrity in all of our work and believe in doing business in the right way, including...

Sustainability

We are passionate about environmental sustainability: We operate as a carbon-neutral company, we only use recycled paper and we constantly review our environmental sustainability and ethical purchasing. We have also introduced a “Green Deal”



for our In-house Workshop Clients, offering discounts for opting for more environmentally-friendly workshop materials.

Charities

We help charities in a variety of ways: We offer discounts so that charities can access our workshops and our founder

Graham Allcott also donates his time to 3 charities at board-level and mentors social entrepreneurs. We also run our own initiative, “Girls, Stay in School”, which each year provides 2 scholarships for girls at Bhukhabusi Primary School in Uganda to fund their entire secondary education.



Being a good employer

We are strong advocates of ‘healthy working’ and the need to fix the broken work-life balance we see all around us when we work with clients. Many of our people, including all our central office staff work a maximum 4-day week and have a 3 day weekend.



Too much information = stress = unproductive behaviour



1 in 5 people in the UK are off work with stress each year.
(**Lotus Exchange**)



A study of Microsoft workers found that it took 15 min to return to serious mental tasks after an interruption.
(**New York Times 2007**)



Workers spend 41% of their time on email management.
(**Radicati Group**)



71% of meetings are not productive.
(**Microsoft study**)



59% of middle managers in the UK and USA admit to missing important information almost every day in their jobs because they can't find it.
(**Accenture/Wall Street Journal**)



90% of managers squander time on ineffective activities.
(**Harvard Business Review**)



65% of those earning £40k or more waste time trying to find emails compared to 49% of those earning less than £25k.
(**Egan Email Solutions**)



46% of people are unsure what to do when given tasks to do by their line manager.
(**HR Magazine, UK**)



Smoking Marijuana: 4 point fall in IQ.
Email distraction: 10 point fall in IQ.
(**Dr Glenn Wilson, Kings College London, 2005**)



We'd love to hear from you!

Call us today on **+44 (0) 1273 913 217**
or drop us a line at: **hello@thinkproductive.com**

For our International Clients, please visit our website and select your closest region: **www.thinkproductive.com**





Think Productive
Worldwide Head Office
174 Church Road, Hove
East Sussex, BN3 2DJ, UK
Tel: +44 (0) 1273 913 217
Email: hello@thinkproductive.com

For our International Offices or to get in touch
with a Productivity Ninja near you, please visit
our website: www.thinkproductive.com

think
productive
WORKSHOPS THAT WORK