



EFFECTIVE PERSONAL PRODUCTIVITY DEVELOPMENT SCHEDULE

WINTER/SPRING 2012

**LMI Canada Corporate Office
205 Matheson Blvd. East, Unit 15
Mississauga, Ontario L4z 3E3**

SCHEDULE OF SESSIONS

Pre-conference Goal Setting	Wednesday	February 15	9:00 – 11:00 am
Pre-conference Goal Setting	Wednesday	February 29	9:00 – 11:00 am
Kick Off (Including Planning Tool Training)	Wednesday	March 14	9:00 – 11:00 am
Goal Setting	Wednesday	March 28	9:00 – 12:00 am
Lesson One The Nature of Productivity	Wednesday	April 11	9:00 – 11:00 am
Lesson Two Goals Achievement through Time Management	Wednesday	April 25	9:00 – 11:00 am
Lesson Three Increasing Productivity through Controlling Priorities	Wednesday	May 9	9:00 – 11:00 pm
Mid-Term Review & Lesson Four Improving Productivity through Communication	Wednesday	May 23	9:00 – 12:00 am
Lesson Five Empowering the Team	Wednesday	June 6	9:00 – 11:00 am
Lesson Six Increasing Productivity of the Team	Wednesday	June 20	9:00 – 11:00 am
Participant Graduation Presentations (Please invite Company Mentor)	Wednesday	July 4	9:00 – 11:00 am

Dates are subject to change