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|  | EFFECTIVE PERSONAL PRODUCTIVITY®*Create a High Performance Organization* |
| **OPEN SHOWCASE****EFFECTIVE PERSONAL PRODUCTIVITY****FALL 2021 DEVELOPMENT SCHEDULE****SCHEDULE OF SESSIONS - FACILITATOR NATASHA FOGG** |

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| **Pre-conference Goal Setting** |  |  |  |
| *Introduction to Concepts, Personality Profile* | Individual  | Session |  |
| **Pre-conference Goal Setting** |  |  |  |
| *Refinement of Goal Tracking* | Wednesday | Aug 18 | 2:00pm-4:00pm (EST) |
| **Kick Off** |  |  |  |
| *Introduction to Concepts* | Wednesday | Sept 1 | 2:00pm-4:00pm |
| **Goal Planning** |  |  |  |
| *Developing Goal Planning Sheets* | Wednesday | Sept 15 | 2:00pm-4:00pm |
| **Lesson One** |  |  |  |
| *The Nature of Productivity* | Wednesday | Sept 29 | 2:00pm-4:00pm |
| **Lesson Two** |  |  |  |
| *Productivity Through Goals Achievement* | Wednesday | Oct 13 | 2:00pm-4:00pm |
| **Lesson Three & Mid-term Review** |  |  |  |
| *Increasing Productivity Through Managing Priorities* | Wednesday | Oct 27 | 2:00pm-4:00pm |
| **Lesson Four** |  |  |  |
| *Improving Productivity Through Communication* | Wednesday |  Nov 10 | 2:00pm-4:00pm |
| **Lesson Five** |  |  |  |
| *Empowering the Team for Peak Performance* | Wednesday |  Nov 24 | 2:00pm-4:00pm |
| **Lesson Six** |  |  |  |
| *Increasing Productivity of the Team* | Wednesday |  Dec 8 | 2:00pm-4:00pm |
| **Participant Graduation Presentations** |  |  |  |
| *Please invite your mentor* | Wednesday |  Dec 22 | 2:00pm-4:00pm |
| **Dates are Subject to change** |