



EFFECTIVE PERSONAL PRODUCTIVITY WINTER-SPRING 2023/24 DEVELOPMENT SCHEDULE

Open Program for Greater Toronto Area – Facilitator: Malcolm Gurley

SCHEDULE OF SESSIONS

Pre-conference Goal Setting <i>Defining the Goal & Tracking</i>	Thursday	October 19	2:00 – 4:00 pm EST
Pre-conference Goal Setting <i>Refinement of Goal Tracking</i>	Thursday	November 2	2:00 – 4:00 pm EST
Kick Off <i>Introduction to Concepts</i>	Thursday	November 16	2:00 – 4:00 pm EST
Goal Planning <i>Developing Goal Planning Sheets</i>	Thursday	November 30	2:00 - 5:00 pm EST
Lesson One <i>The Nature of Productivity</i>	Thursday	December 14	2:00 – 4:00 pm EST
Lesson Two <i>Productivity Through Goals Achievement</i>	Thursday	January 11/24	2:00 – 4:00 pm EST
Lesson Three & Mid-term Review <i>Increasing Productivity Through Managing Priorities</i>	Thursday	January 25	2:00 – 5:00 pm EST
Lesson Four <i>Improving Productivity Through Communication</i>	Thursday	February 8	2:00 – 4:00 pm EST
Lesson Five <i>Empowering the Team for Peak Performance</i>	Thursday	February 22	2:00 – 4:00 pm EST
Lesson Six <i>Increasing Productivity of the Team</i>	Thursday	March 7	2:00 – 4:00 pm EST
Participant Graduation Presentations <i>Please invite your mentor</i>	Thursday	March 28	2:00 – 4:00 pm EST

Dates are Subject to change