

Getting a Grip at Work

The Program

The Getting a Grip at Work program focuses on the employee's need to achieve more effectively in the workplace. The program consists of an initial workshop with follow-on coaching sessions for the participants. The workshop provides a framework for the basic elements of effective work management. The coaching sessions work individually with each employee to help them use this framework to become more effective.

The discovery stage focuses initially on determining the key elements of the employee's role and how he or she contributes to achieving the corporation's business goals; this stage also compares the activities the employee is actually undertaking to those that most effectively enable the employee to achieve the business goals. Following the discovery stage, the employee then sets goals for improving his or her effectiveness. A tactical plan is developed to assist the employee in achieving these goals and performing activities such as de-cluttering and establishing a daily routine. Commitment to the plan and implementation is guided by the coach, who also plays an active role in questioning the effectiveness of work activities to ensure the most effective use of the employee's time. Reward and recognition includes critical members of the employee's team (manager, peers and team).

The Benefits

- A clear understanding of the employee's role and priorities in the workplace, leading to higher performance;
- Effective work that is completed in a timely manner according to deadlines and priorities;
- A focused and calm approach to workload, an increased ability to react to urgencies and an effective tool for delegation;
- A professional workspace conducive to conducting business.

The Schedule

The Getting a Grip at Work program consists of a half-day workshop for up to eight employees. The follow-on coaching program consists of three one-hour sessions, with extension periods if necessary.