

Five Productivity Traits for Optimal Results

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

Resources are fewer, jobs are more demanding, and competition for a place on the high performers wall of fame is fiercer. In order to thrive in the current working environment and develop a winning edge in the labor market, understanding the formula for becoming a super performer becomes a necessity rather than a nice to have option. The aim of this course is to provide you with proven practical tools that will allow you to establish yourself as a top performer. This course explains the multiplicative nature of productivity while also taking you through a deep dive into the 5 essential elements of top performers. By successfully completing this course, you will have developed a clear map that can guide you towards scoring 100% on the productivity formula.

Why Attend

The workshop is designed to be interactive and participatory. It includes various pedagogical tools to enable participants to function effectively and efficiently in a multilateral environment. The course will be built on four pedagogical pillars: concept learning (presentations by the consultant), role playing (group exercises),

Who Should Attend

This course is targeted at employees, supervisors, and middle managers seeking to optimize their productivity through a rigorous and systematic approach.

— Learning Objectives

- Explain the SUPER productivity formula and its multiplicative nature
- Adopt short and long-term activities that allow them to continuously develop towards skills master
- Master the techniques that avail uninterrupted focus time at work
- Establish trust based relationships with key people to ensure high responsiveness
- Manage their physical energy on a daily basis to maintain consistently high levels of performance
- Adopt a mindset of organizational relevance to invest resources into what matters most for the organization

— Course Outline

DAY 1

The SUPER formula for top performers

- Characteristics distinguishing a top performer
- The personal benefits of being a top performer
- The 5 elements of top performance:
 - Skills
 - Uninterrupted time
 - People
 - Energy
 - Relevance
- The productivity formula – $S \times U \times P \times E \times R = \% \text{ of performance}$
- The multiplicative nature of the productivity formula
- Top performance as a choice

DAY 2

Skills mastery – The 1st element

- Defining mastery – good is the enemy of great!
- Kaizen – the continuous improvement principle
- Strategies to reach mastery level in your area of expertise
- Indicators that you have become a skill master
- The conscious competence learning matrix
- How to lead yourself towards mastery in the absence of a leader
- Uninterrupted time for optimal focus – The 2nd element
- The focus curve – time segments do not add up
- Evaluating the myth of multitasking
- De-focusers: how and why people lose focus
- Fighting procrastination
- Effectively managing internal and external interruptions for optimal focus
- What to focus on – the time matrix revisited for a technology-based generation
- Calculating your return on time

DAY 3

People responsiveness – The 3rd element

- The chain effect – no one task is done solely by one person
- The relationship matrix – identifying key people for your optimal performance
- The benefits of optimizing responsiveness of key people

- Turning key people at work into success partners
- The responsometer – practical tool to measure and improve people responsiveness at work

DAY
4

Establishing trustworthiness – the core four

- Integrity
- Intent
- Capabilities
- Results
- Doing the right things the right way
- Understanding how people develop trust
- Effective behaviors for gaining people trust

DAY
5

Personal energy management – The 4th element

- Physical energy as fuel for performance
- Top 10 bad energy habits
- Most famous energy drainers
- Red alerts your body tells
- Upgrading your energy engines
- Day 6: Activity relevance for goals alignment – The 5th element
- Defining corporate relevance
- Avoiding the frustration of busyness – seeking alignment
- Developing your relevance compass
- Put your tasks to the relevance test
- Reaching a consensus on your time matrix with your boss

— Upcoming Classroom Dates

DATE	LOCATION	FEE
19 - 23 October 2026	Munich - Germany	€1,725
2 - 6 November 2026	Amsterdam - Netherlands	€2,125
21 - 25 December 2026	London - United Kingdom	€2,100
18 - 22 January 2027	Frankfurt - Germany	€1,625
15 - 19 February 2027	Rome - Italy	€2,125
15 - 19 March 2027	Kuala Lumpur - Malaysia	€1,400
19 - 23 April 2027	Barcelona - Spain	€1,925
17 - 21 May 2027	Geneva - Switzerland	€2,625

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.