

DYNAMICS OF EFFICIENCY™

Introduction

This workshop addresses the competency of efficiency, or an orientation towards being more organized in life and work. Efficiency can also be described as a way of thinking and behaving, so there is minimal consumption or waste of resources. The ratio of output over input, when output is the greatest and input is the least. Similar to being highly productive, like the ratio of power output of an engine being greater than the consumption of fuel or effort in its operation.

An efficiency orientation is also a personality trait, as some people are just naturally concerned with conserving resources, neatness, tidiness and living or working in an orderly environment. Whereas, others have a high tolerance for an environment that may seem disorganized, messy or untidy. Such people may periodically 'spring clean' or 'tidy-up' but after a while things return to be so called 'normal'.

The secret is partly in discovering our own personality orientation, and partly in having systems that force us to have a balance between high productivity (output) and efficient planning and organization (input). There can be extremes where some people are obsessively tidy – yet unproductive – and others consumed with the non-stop activity without efficiency, order and tidiness. How to achieve such balance is this program's focus

Workshop Contents

- Influence of Personality, Gender and Culture on Thinking and Learning
- Defining and Measuring Efficiency
- Efficiency, Productivity and Quality
- Systems Thinking
- Socio-Technical Systems
- Organization Structure and Design
- Basic Premises and Principles of Organization
- Basic Premises and Principles of Planning
- Utilizing Resources Efficiently (Time, Money, People, Space, Information & Technology)
- Developing an Efficiency Orientation
- Personal Development Action Plan (PDAP)

Learning Objectives

By the end of this program, participants will:

- Understand how personality, gender and culture influence one's preferred thinking, emotional and learning styles.
- Recognize a range of different thinking styles and types related to this program.
- Understand the principles of efficiency and organization and how to measure efficiency.
- Evaluate present structures and systems to see how greater efficiency can be achieved.
- Examine their own orientation towards planning and managing resources from an efficiency perspective.
- Develop a personal development action plan to increase their level of competency in being more efficient.

Workshop Methodology

A key and unique feature of this workshop is that all participants will complete a personality traits survey form, resulting in a detailed personality profile. This will enable participant's to discover their own preferred cognitive and emotional styles, which in turn can strongly influence the dynamics of thinking and learning relating to this workshop.

Workshop design incorporates a variety of methods to both stimulate active learning and appeal to the mix of participants preferred learning styles. Building on participant personality profiles, a number of interactive exercises, games and group discussion help them to understand the different thinking skills needed. Where appropriate, selected multimedia, video or power point visuals augment a comprehensive manual of notes. The workbooks are professionally laid out, appealing to the learner and capturing key learning points and post workshop actions

Workshop Duration

This can be designed as a 1, 2 or more intensive 3 day workshop, subject to client's needs.

Brain Dynamics Global

No:7, Jalan 16/3, 46350 Petaling Jaya

Tel: (603) 7957 1130 Fax: (603) 7957 4571 E-mail: admin@bdglobal.org