London TDM

Administration and Office Management Training Courses

Course Venue: United Kingdom - London

Course Date: From 18 January 2026 To 22 January 2026

Course Place: London Paddington

Course Fees: 6,000 USD

Introduction

This 5-day intensive course is designed to empower professionals with the strategies and techniques for enhancing productivity and optimizing workflow. Participants will explore tools and methodologies that streamline processes, reduce waste, and improve efficiency, ultimately leading to a more effective and harmonious work environment.

Objectives

- Understand key principles of productivity and workflow optimization.
- Identify and eliminate common productivity blockers.
- Learn to implement tools and techniques for workflow automation.
- Develop personalized strategies for enhancing individual and team productivity.
- Foster a culture of continuous improvement and innovation.

Course Outlines

Day 1: Understanding Productivity Fundamentals

- Introduction to productivity concepts.
- The psychology of productivity: Motivation and focus.
- Time management: Strategies and tools.
- Identifying common productivity barriers.
- Setting goals and measuring progress.

Day 2: Workflow Analysis and Optimization

- Mapping and analyzing existing workflows.
- Identifying bottlenecks and inefficiencies.
- Techniques for optimizing work processes.
- Prioritization: Urgent versus important tasks.
- Case studies: Successful workflow optimizations.

Day 3: Tools and Technologies for Productivity

- Overview of productivity tools and software.
- Automation tools and their applications.
- Project management tools and techniques.
- Communication tools for effective collaboration.
- Choosing the right tools for your workflow needs.

Day 4: Creating a Culture of Productivity

- Building a productive team environment.
- Leadership strategies for fostering productivity.
- Encouraging innovation and continuous improvement.
- Handling resistance to change.
- Recognizing and rewarding productivity gains.

Day 5: Developing Personal Productivity Plans

- Assessing personal productivity strengths and weaknesses.
- Creating a personalized productivity plan.
- Implementing and tracking progress of personal goals.
- Balancing work productivity with personal life.
- Final reflections and actionable takeaways.