

Mission Possible™

being effective in a disruptive reality



A practical guide for managers in a challenging environment

In a complex and challenging reality, managers need new insights, tools and skills. The new workspace is bombarded by endless events, changes and information. A manager can find themselves busy all day long in the turbulence of events and yet produce very little value for the organization.

"Being effective in a disruptive reality" derives its content from contemporary research and from sources of neuroscience. The program equips managers with a set of practical, easy to implement tools for effective management in the new disruptive workspace.

The aims of the program

- To equip managers with insights, tools and skills to become more effective in a disruptive workspace
- To help managers save 2-3 hours a day and make them more productive
- To significantly improve organizational performance and the usage of resources

Duration

One full training day and two individual coaching sessions for each participant as an implementation process



Program Outline



Part one

Being effective in a "disruptive reality"

- V.U.C.A world - Volatility, Uncertainty, Complexity, Ambiguity
- Disruptive reality in organizations – Life has not prepared us for this
- "My disruptive reality"
- Time to take control
- What is effectiveness? What is my effectiveness?
- The six principles of effective management in a disruptive space
- Principle one – Focus on strategic drivers or get dispersed
- What is focus? and what is dispersion?
- Steve Jobs on focus
- The secret to top focus – Critical goals every month, every quarter

Part two

Focus in a "disruptive reality"

- Management by critical goals
- Critical goals – Best practice
- My critical goals – Commitment
- Second Principle – Plan your 20/80 activities. Don't be just Bussssssssy
- My mix of activities
- The legacy of Vittorio Pareto
- The "Pie chart" of my activities
- "MBN – Management by Neglection™"
- Best practice – 20/80 activities
- My 20/80 activities – My weekly commitment

Part Three

Be the driver, not the passenger

- Third Principle – Drive your day, or your day will drive you
- Your day – How does it look like?
- The legacy of Jim Rohn
- The "Driver" attitude and the "Passenger" attitude
- Drive your day – Best practice
- Activities – Time specific and non – time specific
- The problem of "Context switching"
- "Daily corners" – combining similar activities
- "Windows" in time
- Changing priorities
- How to work with three levels of priorities in "Down load"
- Bias in priorities setting
- My best day – Commitment



Part Four Maximizing resources

- Fourth principle – Utilize your personal resources
- Your resources
- Your daily cycle
- Create your own patterns, don't imitate others'
- Working in your prime time
- New daily order – Commitment
- Fifth principle – filter out or become irrelevant
- Disruptions, surprises and the unplanned
- What happens to your planned activity?
- Being available and being over available
- The legacy of Jack Welsh
- Physical filters and mental filters
- Mental filters – Your ability to choose
- When to use which filter?
- The secret – Relegate, Delegate or Ignore
- Setting rules with your interfaces
- "My filtered reality"

Part Five Leverage your team

- Sixth Principle – Delegate effectively or do it all by yourself
- "Beware of the busy manager" HBR
- Loads and overloads
- Why are you so busy?
- Optimal distribution of loads
- "Who is responsible for the next step?"
- "Monkey management" in organizations
- Four laws of "Monkey management"
- The implementation of the four laws
- Do not become "the kindergarten teacher"
- Managing "High risk" and "low risk" activities
- Best Practice - Creating a team commitment for high priority activities
- "Monkey management" – the commitment
- Conclusion – Now to begin to take control
- Personal implementation plan

