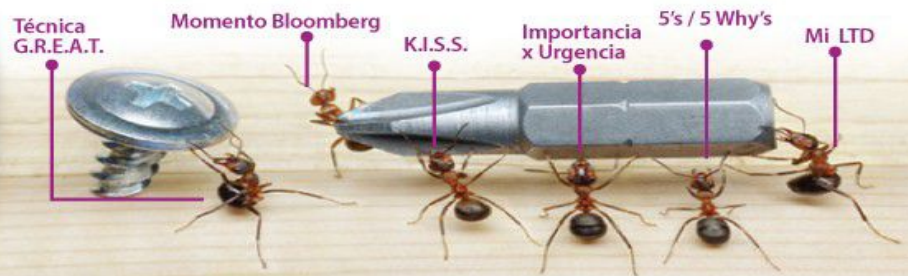


## 30 Técnicas para aumentar la EFICIENCIA, la PRODUCTIVIDAD y la ORGANIZACIÓN

“A MUST” para su implementación en la empresa



### 30 Techniques to Increase EFFICIENCY, PRODUCTIVITY and ORGANIZATION “A MUST” for your business organization

Two Day Theoretical/Practical Workshop – (12 hours)  
Wednesday, April 27 and Friday, May 6, 2016  
8:30 am – 4:00 pm  
Venue: Hotel San Juan MARRIOTT, Condado



**Resource:**

**Enid T. Vargas Maldonado**, PMP, PMI-RMP, PMI-PBA / SDI® Level 1, Prosci® Change Manager / Fundadora del Project Management Institute, Capítulo de Puerto Rico

#### SUMMARY

Current budget blueprints do not leave room for bad decision making or inefficient management, both are unsustainable. Nowadays, organizations require an easy, consistent and sustainable system that promotes employee productivity.

Participation in this workshop will promote the application of effective planning practices while managing multiple initiatives with the aim of increasing the strategic efficiency of any profit or non-profit organization.

In order to be effective, one must start by reprogramming each individual way of thinking towards a will to plan, to command and to control.

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### AUDIENCE

All those who, either inside or outside the work scenario, pursue the efficient achievement of operational and financial goals. Professionals involved in managerial processes that require optimal budget and resources management.

The course is oriented towards directors, business leaders, managers, supervisors, group leaders, small business owners, entrepreneurs and professional at any level in the organization who handle multiple simultaneous projects on a short time span. Any person wishing to define a systematic plan in the pursuit of career goals. We also recommend this workshop if you are an employer who wants to promote work commitment and a sense of accomplishment in your employees.

### OBJECTIVES

This course seeks to support organizations in their pursue of strategic efficiency through the incorporation of effective and systematic practices intended for multiple initiative management.

### METHODOLOGY AND EVALUATION

Timed tests, multiple choice quizzes and a final exam are part of the workshop experience in order for the participant to learn how to determine which aspects to consider in the creation of a work plan intended to improve productivity. Certified project managers (PMP®) can receive up to 12 continuing education credits Professional Development Units (PDUs) for an additional \$15.00

### BENEFITS

The participant will obtain planning and control skills are applicable to any company that serve as the best antidote against:

- lack of planned results or poor results
- disorganization and failure to fulfill due dates
- high levels of conflict inside work teams
- inefficient management of priorities
- overdrawn budgets
- unmotivated, frustrated and overworked employees
- unnecessary lawsuits

By acquiring skills to build efficient systems and to implement planning techniques, the participant can lead his/her organization toward efficiency, resulting in higher productivity.

### CONTENT

*"To be productive, you must be efficient first."* - Enid T. Vargas



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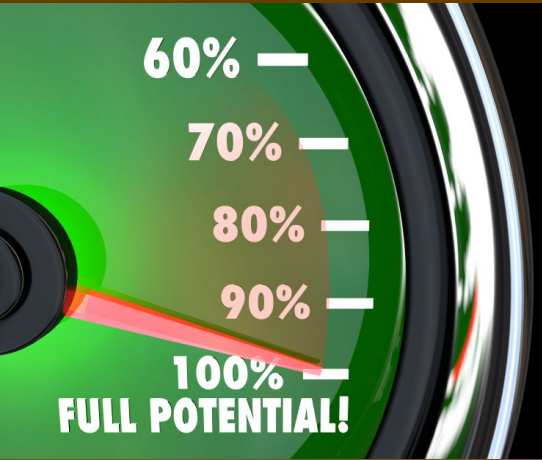
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### DAY 1

Personal Self-Assessment  
Life Cycle Management by Results - Effective goal definition  
Environmental effects in our planning and how to combat them  
Time Interruptors  
Capacity Analysis  
LEAN methodology approach for Cost - Effective processes

### DAY 2

Initiatives' classified inventory  
Learn to use the most important techniques for productivity (among many others):

- GREAT technique - for the agility and effectiveness of meetings
- Filter initiatives by levels of urgency and importance
- Bloomberg moment
- K.I.S.S.
- 5 'S / 5 Why's
- my LTD

Time estimates system  
Priority management  
RACI Delegation by defining roles and responsibilities  
Implementation of the 9 commandments of an effective e-mail  
30 seconds Technique for effective communication  
GREAT technique for the agility and effectiveness of meetings  
Identification of assumptions and restrictions  
SMART planning method

#### PRICE

Two Days (12 hours)  
EARLY BIRD REGISTRATION \$581.26 + Tax  
(payed 14 days or more prior to workshop)

Original Price \$631.80 + Tax

**10% Discount for groups / 3 + people**  
**Payment Plan Available**