

# Professional Productivity: Fast-track your personal effectiveness.

## Workshop Outline

**Email now to enrol:** [terry@peopleengagementexperts.com](mailto:terry@peopleengagementexperts.com) **P:** 0274 80 79 80

**Duration:** One day

**Target Audiences:**

- Professionals new to the workforce
- Grads in a firm without its own general skills program
- Isolated remote workers / freelancers
- Leadership prospects who may have hit a ceiling
- Mid-careerers looking to step up
- Self-employed / entrepreneurs

**Overview:** This is for people with solid technical skills and real potential, but need a boost with their confidence, getting organised, and people-skills, to step up to the next level. To get noticed, get confident, and get ahead. Boost your efficiency and achieve your professional goals with our intensive 1-day workshop. Designed for potentially high-performing professionals, this workshop improves your ability to improve & get noticed. By mastering these skills, you'll learn to manage your workload more effectively, set and achieve meaningful goals, stay organised, communicate assertively, and handle challenges with resilience. Join us to enhance your productivity, improve your professional skills, and maximise your career potential.

**Learning Topics:**

- Time management
- Prioritising & organising
- Motivation
- Project basics
- Resilience
- Procrastination
- Goal setting
- Routines
- Assertiveness
- Business-writing basics
- Presenting basics

**Participants Receive:** Workbook, PLUS, an individual personal styles [REACH profile](#) is included.

Terry Williams is one of New Zealand's top leadership and people-skills trainers. For 34 years, he's helped teams improve results, and individuals get ahead. You get a professional & experienced facilitator able to take scenarios from your real-world and workshop them with you in real-time. He'll ensure a productive, effective, and efficient balance between the delivery of content, and a practical and relevant session that is engaging, memorable, and interactive for you.



# Participant Comments

"Terry Williams is amazing, I have completed numerous personal training courses in NZ and AUS and I can say hand on heart that Terry is the most interesting and knowledgeable instructor I have had the pleasure of learning from. I would recommend his services to any of my professional colleagues." -

**Brad Almond, Kia Motors**

"I came away feeling incredibly empowered and challenged to improve, really think about what I write and how I write! It was not just the writing context that challenged my perspective and way of thinking, but the confidence to believe in myself again after having worked within an environment whereby I questioned was I in the right role. So, thank you for making a difference". - **Angela Skelton, Auckland District Health Board**

"The workshop and presenter were both very good and highly recommended. The presenter was excellent – Terry was very engaging and had an entertaining style which kept my interest & explained the content extremely well. He is very knowledgeable and experienced in these forms of presentation and was able to tailor/relate the workshop to suit the audience. He certainly added value well over and above the accompanying printed materials". - **Kylie Mooney, Meredith Connell**

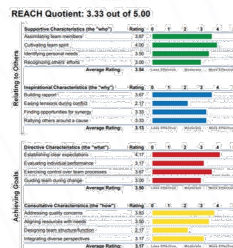
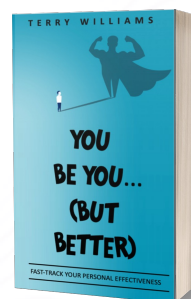
"Terry was excellent, provided great content, & engaged well with the team. I personally found the day great." - **Ross O'Dea, Customer Interactions Manager, Toyota**

"What Terry does is very valuable, helping and guiding others to find their own solutions". - **Bettina Urbanski, HR Manager, Kohler**

"In an environment where companies need to ensure that every training dollar is maximised, I'm pleased to say that Terry hit the spot. A diverse group of highly educated leaders / consultants themselves, Terry managed to engage, humour, and educate them...". - **Keith Meyrick, GM, One Picture**

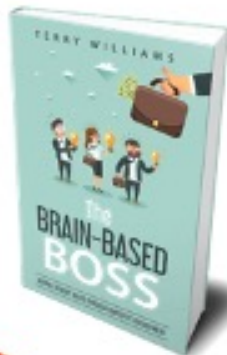
## Sample list of recent clients:

Red Bull, Kia, One.NZ, Meredith Connell,  
Counties Manukau District Health Board,  
Delegats, Auckland District Health Board,  
Buddle Findlay, Beca, University of Auckland,  
T&G, EBOS, New Plymouth District Council,  
Stake Glass, RNZAF, Silverfern Farms, Triton  
Hearing, Foodstuffs North Island



# **TERRY WILLIAMS**

THE PEOPLE ENGAGEMENT **EXPERTS**



## **Engage people; improve results!**

Our books are about getting better at getting better - in life, at work, and in leadership, personally & professionally.