



execPEP, the Senior Executive Productivity Program

execPEP helps SES officers and their EAs create the conditions where they can work best.

execPEP is a 12 hour coaching program attended by SES officers with their EA.

execPEP helps an SES officer and their EA to create the conditions when they can:

- Do more of their meaningful and important work each day
- Make more progress with their work
- Feel more in control, motivated and satisfied, and
- Improve their work lives.

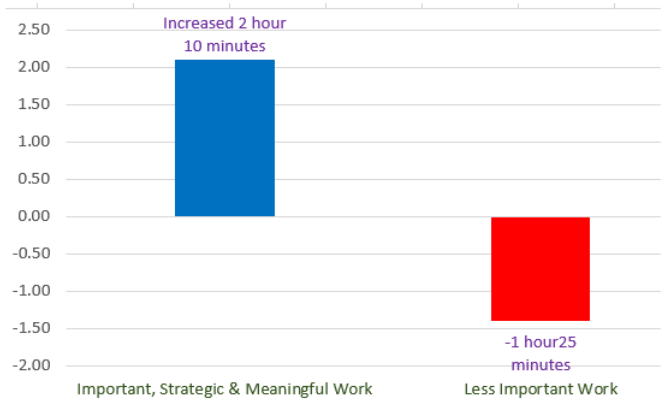
Over 1,000 Senior Executive Service officers have attended execPEP.

Post Program surveys from SES are consistent. Each SES officer gains extra hours each day to invest in important work, at the expense of low value things that waste time.

“As a result of the execPEP program I have increased responsiveness and throughput. I’m more in control, settled and calmer. The program has helped me work better with my EA so that fewer things slip through the cracks. There’s greater clarity between us which has enabled better support. I’m less distracted. My delegation processes have improved. I’m more structured with more deliberate planning and prioritisation. I’m spending approximately 2-3 more hours per day on meaningful work. I’m spending 20-30% more time on strategic issues. I save time and have reinvested in family, work-life balance, and easier transition from office to home”.

SES Officer.

Additional Hours Per Day on Important Work



Statistics and quotes are from surveys completed by APS SES officers (2017-18).



The execPEP Program

execPEP is a 1 to 1 coaching program that provides specific principles, strategies and tools to assist executives achieve their goals without having to invest unrealistic and unsustainable amounts of time and energy.

execPEP

- Takes place in your office
- Consists of 12 hours of personalised coaching
- Takes place over a few months
- Includes your executive assistant (EA) and Executive Officer (EO) throughout the program to allow you all to discuss, agree and implement improved work practices
- Contributes to sustained behavioural change and significant productivity improvements
- Includes follow up to review and revitalise PEP habits and practices
- Ensures you can create and maintain the conditions that allow you to work best.

Content - Personal Efficiency, Workspace and Workflow Organisation:

- Optimally manage emails, electronic and paper information systems
- Organise a workspace for maximum efficiency
- Better track outstanding or delegated work.

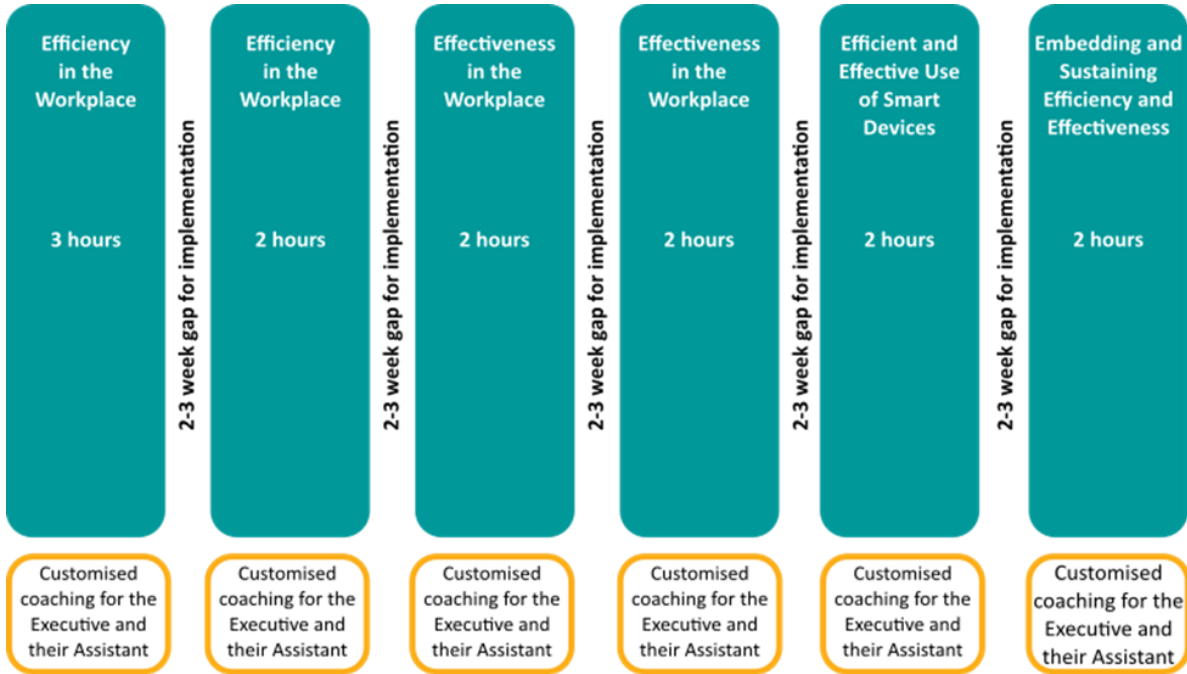
Efficient work habits and routines:

- 'Do It Now' with email and other information
- Minimise distractions and loss of concentration from incomplete work
- Overcome crisis management
- Reduce interruptions
- Use Speak To folders to save time and get better outcomes
- Use Meetings With Self (MWS) to get more Big Rock work completed
- Effective one to ones and team meetings
- Get regular, scheduled communication time with your EA for mutual benefit
- Use Outlook to support greater efficiency and effectiveness.

Personal Effectiveness - doing the high return work

- Plan and prioritise more effectively
- Delegate with Clarity of End Result to improve quality and timeliness of staff work
- Link project plans and key tasks to daily activities
- Gain more uninterrupted time to focus, concentrate and think
- Balance the focus between urgency and importance
- Develop better relationships with team, and key stakeholders.

The execPEP Program



execPEP consists of 12 hours of coaching over a period of months. Each session is scheduled with your Executive Assistant. The length of each session (maximum of 3 hours) and the timing of each session is negotiated with your EA.



“The most important benefit for me was more time to spend on strategic planning (not getting too distracted with the “day to day”).

I now have more efficient use of both my time and my EA’s time. I have much better interaction between my EA and my EL2s. A more detailed understanding of our priorities (big rocks) and how we communicate this. I have better work life balance and am getting involved in kids’ activities during the week and more exercise”.

SES Officer.

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“The most important benefits that I have gained through execPEP are increased:

- *Organisation*
- *Awareness*
- *Focus on Priorities and Leadership.*

The changes that I put in place with my EA have resulted in me and us being significantly more efficient. We have a shared understanding of priorities, strategic direction and work style.

I’m spending more time on key issues. Throughput of meaningful work has increased by 25%.

It’s been great!”.

SES Officer.

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If you wish to discuss this program, ask your EA to contact:

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