



teamPEP - Personal Efficiency Program

This program helps you to create the conditions where you can work best. PEP develops individual Efficiency (getting work done with the least amount of effort) and Effectiveness (doing the right work). These goals are achieved through a set of simple and easy to apply principles and tools.

Typical key benefits for the participant:

- You apply the principles so you can create the conditions where you can work best.
- One to two hours of additional meaningful work (Big Rocks) completed each day
- Reduced your personal red tape
- Improve your paper and email workflow
- Get rid of some habits that slow your progress each day
- Greater job satisfaction
- Reduced stress through greater sense of control over work
- Improved work/life balance

Typical key benefit for the team:

- Improved team-work protocols - "this is how we work here"
- Improved communication
- Improved role clarity
- Improved team workflow
- Team Agreements about how and when work is delivered
- Getting things done that remove blockages and allow us to work best

How this program is run:

- Four separate days of learning over 6- 8 weeks to support habit change
- Short training sessions supported by individual coaching at your desk
- Small groups of 6 participants to allow for individual coaching

PEP is attended by:

Department Secretaries to APS teams in all major agencies.



teamPEP Overview

Day 1 Efficiency in Personal Organisation & Work Flow

- Evaluate personal work habits against the *Do It Now* approach
- Organise your work-station with PEP workspace principles
- Use office tools and technology for maximum support
- Decide the relevance and manage the information important to your role
- Manage your workload with PEP's tested work-flow principles

Day 2 Effectiveness in Planning

- Practice the principles of effectiveness in planning
- Spend more time on high return activities
- Apply each of the PEP planning tools
- Implement strategies to be more in control
- Better manage your workload

Day 3 ePEP

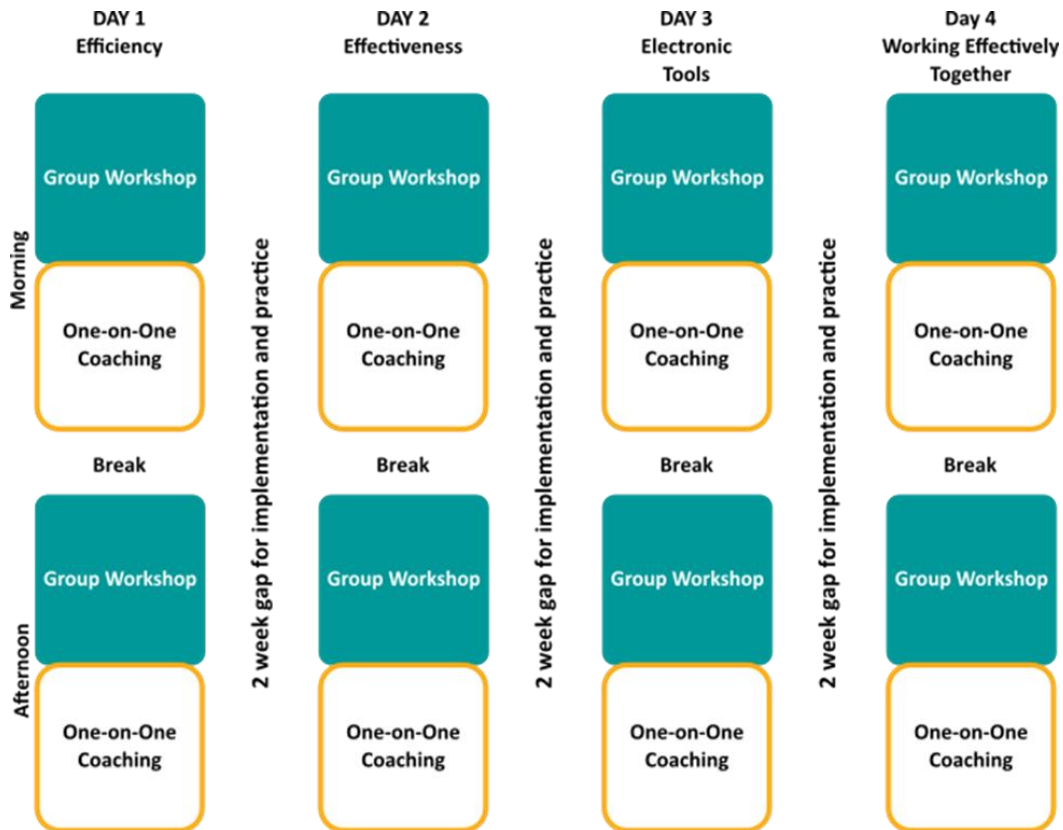
- Organise electronic information (Mail, Documents, Folders, etc) for easy retrieval
- Manage electronic workflow
- Plan and complete work with the assistance of Outlook Calendar, To Do lists, Contacts, Notes, etc
- Use your software to work smarter not harder

Day 4 Improving the Workplace

- Expand personal beliefs about work place responsibility
- Widen your Circle of Influence for positive results (cut personal red tape and target opportunities to allow the team to make more progress)
- Develop optimal team agreements
- Increase effectiveness across your team
- Develop an agreement for maintaining PEP habits within the team

teamPEP for up to 6 Participants

Typical program flow



To discuss or book these programs, please contact:

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Our programs can be procured through Panel Agreements including:

Department of Industry, Innovation and Science LDS (SON3408303)

Australian Federal Police Capability Support Services Panel (SON 3538332)