

The Personal Efficiency Program

TeamPEP is a small group training and coaching program that provides principles, strategies, and tools to help individuals and teams improve their individual efficiency and effectiveness and when they are working effectively together in their teams.

Our program focuses on three inter-related areas that positively reinforce each other—efficiency, effectiveness and working effectively together. The initial focus of our programs is to help individuals improve their overall efficiency in workspace organisation, workflow and work habits. We know that improvements in these areas makes more time and mental space available for working more effectively to achieve higher impact, higher value-add results. Once improvements in efficiency and effectiveness are being experienced by individuals, we then help teams explore ways that they can work more effectively together to create the conditions where they can make progress on the work that matters most.

Our training, coaching and facilitation is underpinned by contemporary research, which is reinforced by decades of experience working with individuals and teams across a range of organisation types and contexts.

TeamPEP:

- is delivered to groups of up to six participants
- involves a combination of workshop-style group sessions and intensive one-to-one coaching sessions
- content and coaching are focused on supporting participants in doing real work at their desks
- learning sessions are spaced out over 6-8 weeks to provide time for practice and to embed learnings, and
- participants receive a total of four days of training within the 6-8-week period.

TeamPEP can be delivered in three different modes:

- Traditional face-to-face mode
- Social distancing face-to-face mode
- Live video conferencing mode using platforms such as Microsoft Teams (including GovTeams), WebEx, Skype for Business and Zoom

Create the conditions to allow you to work best

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TeamPEP Overview (Face-to-Face)



In traditional face-to-face mode teamPEP is delivered at the client’s site for both the group sessions and the one-to-one coaching sessions using our conventional pacing for both learning modes. teamPEP is delivered in four full days spaced out over 6-8 weeks.

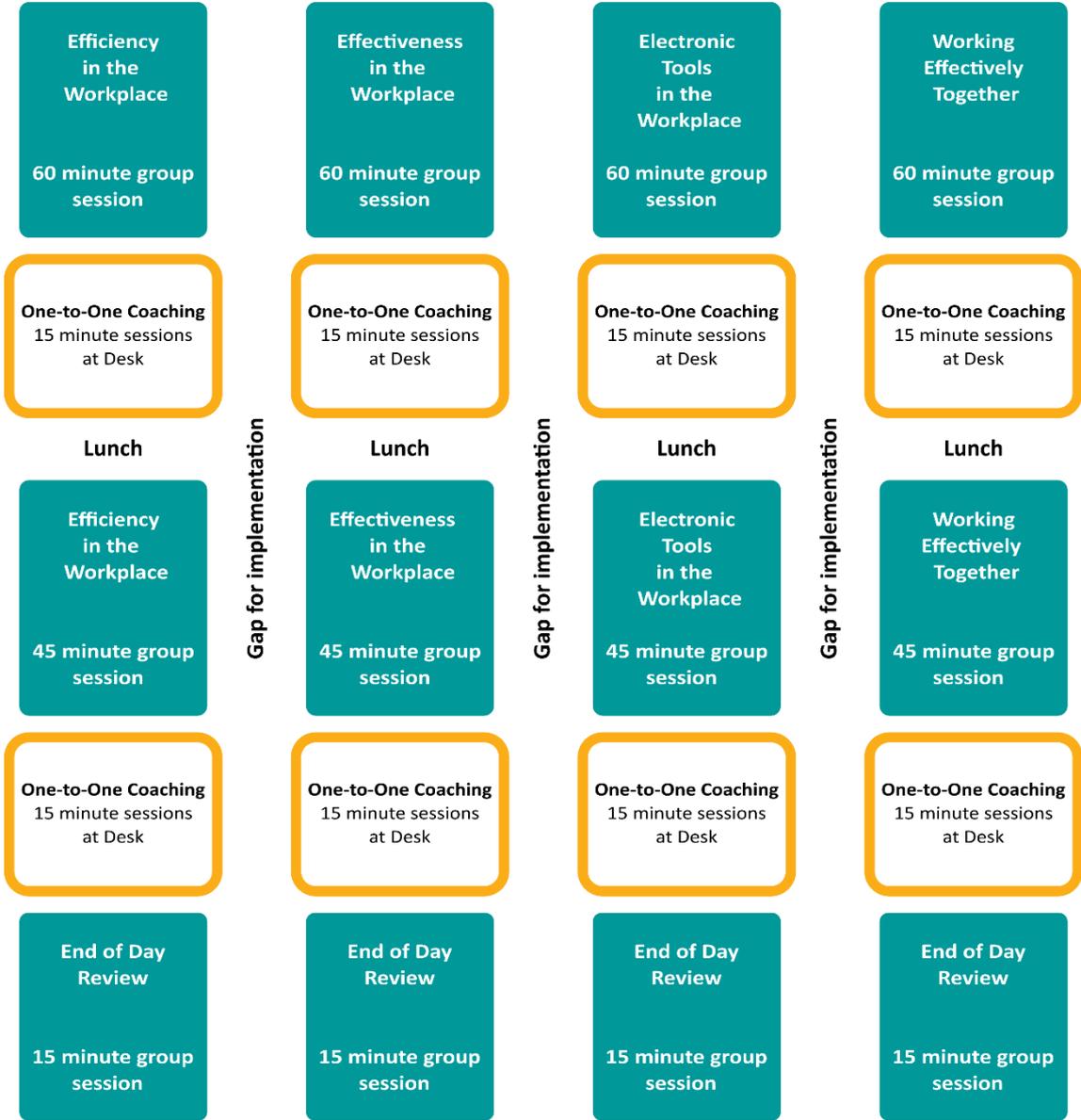
“Managing day and emails better. I found it very interesting to figure out with the rest of the team about how we were going work to work using the PEP principles.”

“I have my email more under control and I’m starting to use Outlook tasks etc. I now have all of the tools and am using them.”

“Understanding more about electronic organisation – using Outlook. Dealing with things once, limited handling.”

Feedback from Directors, Assistant Directors and Team Members

TeamPEP Overview (Social Distancing)



“Less procrastination and better completion of tasks.”

“I’m no longer committing to non-urgent / non-important tasks. Now I check deadlines, evaluate the task and get a proper understanding of the job before I start it.”

Feedback from Directors, Assistant Directors and Team Members

In social distancing face-to-face mode teamPEP is delivered at the client’s site for both the group sessions and the one-to-one coaching sessions. Group sessions are delivered in an accelerated way and individual coaching is managed to ensure that social distancing requirements are met. teamPEP is delivered in four full days spaced out over 6-8 weeks.

TeamPEP Overview (Live Video Conferencing)



In video conferencing mode teamPEP is delivered remotely to participants who are joining the sessions via video conference. Participants need to have access to the correct hardware (cameras and microphones) and software (approved platform). TeamPEP can be delivered in four full days spaced out over 6-8 weeks (our preferred option) or eight half days delivered over 6-8 weeks if the client has specific needs that require this approach.

What you can expect from the teamPEP Program

Based upon our experience with personnel in the Australian Public Service, these are the general outcomes we would expect to achieve for participants that attend the teamPEP Program.

Efficiency in Personal Organisation and Work Flow

- Evaluate personal work habits compared to the Do It Now approach
- Identify appropriate work habits for the workplace
- Identify the information that is important to each person’s role
- Organise by applying the PEP principles of workspace organisation
- Understand and apply the PEP workflow principles.

Effectiveness in Planning

- Understand and apply the principles of effectiveness in planning
- Identify individual priorities and distinguish urgency from importance
- Understand and use each of the PEP planning and scheduling tools
- Identify and implement strategies to keep motivated.

Effectiveness in Interaction

- Explore beliefs about personal responsibility in the workplace
- Identify areas for improving team and 1 to 1 interaction
- Investigate personal responsibility issues through exercises
- Adopt the Circle of Influence and Concern to overcome obstacles
- Establish norms for improving team interaction.

“More focus and now I often get a lunch break.”

“I feel less stressed. Finishing Big Rocks (key work objectives) on time.”

“I’m better organised, less procrastination, better use of Outlook. Happier boss!”

“More organised; more work done within working hours rather than always having to resort to after hours to finish tasks – (although it still happens, as it can’t be helped when something urgent pops up).”

Feedback from Directors, Assistant Directors and Team Members

The Details

Audience

Australian Federal Government employees at all levels.

Group Size

Up to 6 participants per group.

Duration

4 days spaced out over 6-7 weeks.

Want to know more?

To discuss or book a teamPEP Program, please contact:

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“Awareness of how my old habits were affecting my ability to deliver. Better management of emails and paper.”

“Less email. Better management of distractions/interruptions.”

“‘To do’ lists – making a more accurate assessment of how long it takes to do things.”

Feedback from Directors, Assistant Directors and Team Members

Our programs can be procured through the procurement processes that suit you best, including through a range of Panel Agreements.