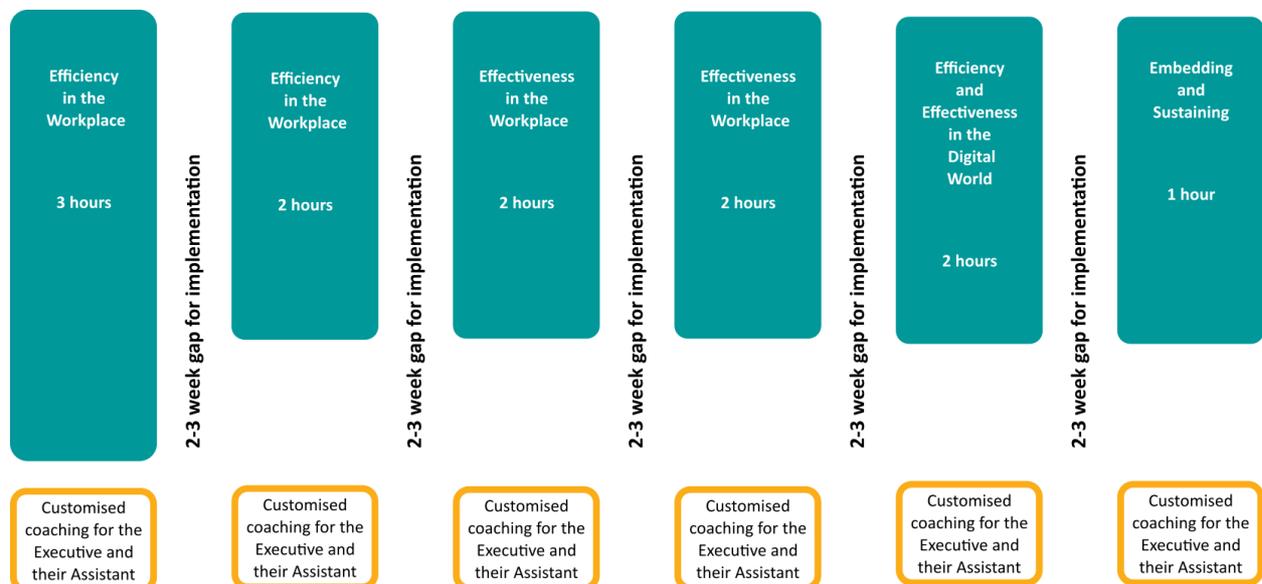


The execPEP Program

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

- Takes place in the Senior Executive’s office, with 12 hours of personalised coaching typically delivered over an 8 to 12-week period
- Each session is scheduled with the Executive Assistant. The length of each session (maximum of 3 hours) and the timing of each session is negotiated with the Executive Assistant to ensure that the sessions occur at the most convenient time for the senior executive
- Includes the Executive Assistant at appropriate stages throughout the process to allow the Senior Executive and their Executive Assistant to discuss, agree and implement improved work practices
- Incorporates the use of smart devices (tablets and smart phones) into efficient and effective work practices so that the Senior Executive can maintain high levels of productivity when working away from the office, and
- Contributes to sustained behavioural change and significant productivity improvements.

execPEP Overview



Create the conditions to allow you to work best

Address: PO Box 370 Mawson ACT 2607

Phone: +61 2 6290 2622

Web: www.pepworldwide.com.au/pep-worldwide/about-us/

execPEP Content

Personal Efficiency, Workspace and Workflow Organisation:

- How to optimally manage emails, electronic and paper information systems
- How to organise a workspace for maximum efficiency
- How to track outstanding or delegated work.

Efficient Work Habits and Routines:

- How to 'Do It Now' with email and other information
- How to minimise distractions and loss of concentration from incomplete work
- How to overcome crisis management
- How to deal with interruptions
- How to use Speak To folders to batch non-urgent work
- How to incorporate Meetings With Self (MWS) into the calendar to get high value add work done
- How to get the most out of one to ones and team meetings
- How to set up regular, scheduled communication time with the EA
- How to use your Email, Calendar and Tasks platform and smart devices to support greater efficiency and effectiveness.

Personal Effectiveness—Doing the High Return Work:

- How to plan and prioritise effectively, including how to balance the focus between urgency and importance
- How to delegate effectively
- How to link project plans and key tasks to daily activities
- How to control reactive work to allow concentration on important project tasks and key responsibilities
- How to get the most out of the time that you spend in meetings
- How to make time develop the capability of others.

“I have found the PEP program is invaluable to members of the Senior Executive Service and their staff. It provides participants with executive focussed personal efficiency strategies which are practical and easy to implement. By implementing these strategies, you can manage your time to address critical strategic issues, delegate efficiently and make best use of your, and your team's, time to deliver on organisational priorities”.

Ms Roxanne Kelley, Deputy Secretary, Treasury

What to Expect From the execPEP Program

These are the general outcomes we would expect to achieve for senior executives that attend the execPEP Program. These outcomes are based upon our experience with other senior executives in the Australian Public Service.

Increased productivity—On average, execPEP Program participants report spending an additional 2 hours per day on high return work (referred to in the program as their Big Rocks).

Greater focus on priorities and high return activities—Achieving more in less time, with less stress and less effort.

A reduction in crisis management—execPEP facilitates a shift away from urgency addiction and crisis management towards behaviours that focus on accomplishing the important before it becomes urgent. Quality of work is improved, and stress is reduced as people move away from reactivity.

“I am a strong supporter of the PEP process. It gets into practical techniques that can help you work in a more organised and productive way with immediate effect. I have been PEPed twice, once individually and the second time as part of a small team. Everyone should do this”.

*Mr Steve Grzeskowiak, Deputy Secretary,
Defence*

More effective and efficient use of email, calendar, electronic document management systems and smart devices—Workplace efficiency is improved, not only with paper-based systems, but also with the use of email, calendars, notes, web page favourites, document management systems, tablets and smartphones. The PEP principles apply just as well to electronic tools as they do to paper-based tools. The result is a much-improved return on investment from electronic tools and technologies.

Improved workspace organisation and efficiencies—Individuals clear clutter and become more organised around the principles of keeping only what they need to do their job and ensuring that they have “a place for everything and everything in its place.”

Confidence in information management—Filing systems and habits are established for easy access and retrieval of paper and electronic documents. The result is much less wasted time and better compliance.

More responsive service (internal and external)—Systems and work habits are put in place to ensure fast response times and to ensure that nothing falls between the cracks.

“This is the only program of its type that actually works. I found solace in The Personal Efficiency Program as the guide to making the best use of your time and testing what works for you. Maximising or optimising your efficiency enables discretionary time to do the things that matter most”.

*Dr Allan Hawke, Former Secretary
of the Departments of Transport and
Defence*

Improved team communication, problem solving and performance—execPEP encourages the adoption of effective communication strategies for communicating efficiently and effectively with staff, management and stakeholders.

Improved outcomes for the senior executive and senior team members through more effective use of Executive Assistants and support staff—execPEP assists senior executives to work more effectively through their Executive Assistant. In addition, Executive Assistants normally report being more satisfied with their contribution as a result of the program.

Greater resilience—Improved control over work leads to people rebounding better from unexpected, urgent demands place upon them.

Improved work-life balance—Program participants, at all levels, report working fewer hours, taking less work home, and worrying less as a result of attending the program.

Improved well-being—Program participants at all levels report improved job satisfaction from contributing meaningfully to the organisation’s goals. They experience less stress due to focusing on doing the most important work first.

The Details

Audience

A Senior Executive and their support team, typically comprising an Executive Assistant and/or an Executive Officer or Personal Adviser.

Group Size

Up to 3 participants.

Duration

12 hours spaced out over several months.

Delivery Modes

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

Want to know more?

To discuss or book a teamPEP Program, please contact:

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