



Your Project Matters

Lunch and Learn



A Better Way To Work

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YOUR PROJECT MATTERS

Great projects don't happen by chance – they are built on a foundation of thoughtful, strategic planning.

If you are ready to elevate your ability to deliver projects on time and on budget, this session is for you!

Discover what drives project success, why so many fail, and how the right planning approach can transform your results.

You will gain insights into various planning approaches, understand their effectiveness, and learn to create robust strategies that streamline processes, enhance collaboration, and ensure alignment with your objectives.

Packed with actionable takeaways, this session will help you consistently overcome challenges, sharpen your Project Management skills, and deliver exceptional results.

Don't miss this opportunity to elevate your projects and achieve extraordinary success!

Outcomes:

- Improved project planning & execution
- Enhanced teamwork and communication
- Better risk management and problem solving

Format

This program is delivered face-to-face or virtually as a 1-hour session.

Priority Lunch and Learn Presentations

Your Time Matters

Master self-leadership, manage distractions, and apply 5 Time Management principles to control tasks and emails.

Your Copilot Matters

Unlock the power of Copilot for Microsoft 365 to streamline tasks, boost productivity, and enhance collaboration.

Your Notes Matter

Consolidate your notes into one digital space, staying organised with action items, ideas, and reminders.

Are You Effective or Efficient?

Understand the differences between efficiency and effectiveness and discover strategies to enhance productivity.

Your Team Matters

Maximise shared processes, tools, and master MS Teams to boost collaboration within the Office 365 ecosystem.

Your Meeting Matters

Learn a process to improve planning, execution, and follow-up, ensuring meetings deliver real value.

Your Impact Matters

Master the fundamentals of influence in work and life, building a foundation for advanced influencing tactics.

Your Energy Matters

Learn to manage your energy for peak performance, with strategies to boost focus, motivation, and overall well-being.