



Maxfield Productivity Consultants, Inc.

Products & Services – Job Aids

Managers today often supervise a diverse array of people. Understanding their motivation, setting goals, clearly communicating assignments and training them strengthen performance and relationships. The following programs are of varying lengths focus on achieving these important outcomes.

Project Management

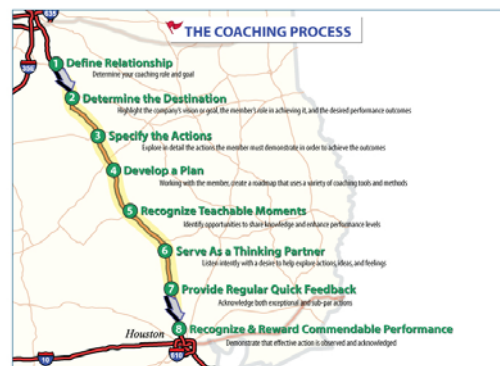
The Project Management job aid introduces a three-stage, multi-step tool to guide users through the setup, plan development and execution of projects. Each step included in each phase specifies a decision to be reached, the output(s) and some ideas to help complete it. While project management professionals have applauded its value, those individuals who are called only occasionally to guide projects are especially grateful to have a tool to guide them.

The Project Management Job Aid is a three-stage tool. The flowchart shows: STAGE 1: CREATE PROJECT PLAN (with sub-steps: Create Project Plan, Create Deliverables, and Monitor & Evaluate). Below the flowchart is a table with columns for 'Phase', 'Goal', 'Decision', and 'Action'.

Phase	Goal	Decision	Action
Phase 1: Create Project Plan	What are the project objectives?	What are the project objectives?	Define project objectives and outcomes.
Phase 2: Create Deliverables	What are the project deliverables?	What are the project deliverables?	Define project deliverables and outcomes.
Phase 3: Monitor & Evaluate	What are the project outcomes?	What are the project outcomes?	Monitor project progress and outcomes.

Coaching Roadmap

The Coaching Roadmap guides participants in our Coaching for Performance course in creating a brief, manageable plan for coaching employees to develop new knowledge and skills. It aligns the development of the employee to the direction of the organization, then guides users to answer questions regarding the employee's role, specific actions to be taken to achieve outcomes, available resources, commitments and ground rules. Work on the Roadmap begins with the coach, then is shared and completed with the employee – easy and effective!



Presentation Planner

The Presentation Planner worksheet which accompanies our Presentation Skills course captures the many tasks involved in developing an effective presentation and organizes them in one step-by-step document. Tasks such as pinpointing the purpose, specifying ways to satisfy audience needs, sequencing topics, furnishing compelling evidence of ideas proposed and selecting an opener are all covered – completely.

Magic Z

The Magic Z pocket card is often given to participants in our Types & Teams training. This handy tool prompts them to explore issues and solve problems through the use of questions that bring out the strengths of each personality preference. People report that using this job aid has helped them appreciate the contributions that each personality brings to the whole team and solve problems more harmoniously and satisfactorily.

