



# **Maxfield Productivity Consultants, Inc.**

## **Products & Services – Training, Communications & Coaching**

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.

### **Motivating Productive Relationships**

This program offers a framework for understanding the factors that influence human behavior and developing a work culture where people contribute their best efforts. It presents a basic knowledge of human motivation and builds on that foundation with principles, practices, and tools that help people work well individually and together in their unique work setting. The result is more satisfying relationships benefitting both individuals and the organization.

### **You and Your Goals**

One of the best ways to engage people in their jobs is through setting goals. This two-hour workshop helps employees recognize that they share a common goal setting function with celebrities and their own organization, then leads them through a process of setting one personal and one professional goal. The professional goal provides a basis for the manager to become better acquainted with staff members and in the process uncover strengths, needs, hopes and ways to achieve dreams. The result is deeper understanding of individuals and their organizations and stronger operations.

### **The Communication Model & Quality Completed Assignments**

A major cause of poor performance is unclear expectations. Using a model of communications specifically focused on improving team member understanding together with the principle of completed staff work, this one-hour workshop prepares managers to assign work so that it is thoroughly grasped and properly completed. The result is fewer false starts, higher productivity, increased confidence and mutual respect.

### **Coaching for Performance**

Today's rapidly changing workplaces demonstrate that we need a culture of coaching now more than ever. This one-day course shares proven principles, practices and tools that enable managers to clarify their coaching relationships with employees, use our unique coaching roadmap, overcome challenges to successful coaching, uncover resources to improve employee knowledge, skill and motivation, praise commendable performance and challenge gaps. The result is reduced ramping up time, increased skill and job flexibility and stronger relationships.

## Teaching Adult Learners

The responsibility of teaching employees often is borne by managers or other staff members. Using participants' own course topics, this two-day program prepares them to identify what motivates adults to learn, use participant-centered methods to lead a training course, maintain a productive learning climate in a variety of classroom situations and identify their personal strengths and developmental needs in delivering their training programs. The result is confident, accepted, skilled trainers, prepared to teach employees in their specific topic areas.

## Mastering On-the-Job Training

It is estimated that about 90% of knowledge and skill is developed informally while on the job, rather than in a classroom or online. This two-day course, which can be customized to the needs of specific groups, uses participants' examples to enable them to identify performance strengths and gaps, determine whether OJT is an appropriate choice to meet them, analyze tasks, recruit and care for a team of on-the-job trainers, select training strategies that satisfy participants' needs and choose training materials to reinforce learning. The result is multiplied capability at minimal cost.

## Presentation Skills

Professionals everywhere are being called upon to present ideas, a business case or their organization's value proposition with competence and professionalism. Using topics of their own choice and our Presentation Planner, participants in this individualized, relevant two-day class learn how to plan, organize and prepare an effective presentation, select and use appropriate visual materials, demonstrate satisfactory physical skills, answer questions from the audience and conclude their comments. The class can be tailored to specific organizations' needs and spaced over a few days. The result is professionals demonstrating increased confidence and polished when representing their company at meetings with customers, suppliers or others.

