



CONTINUING EDUCATION

Course Outline

Productivity in the Workplace

Employers need productive and efficient employees. But with constant distractions, new fires to put out and change all around us, how can you increase your productivity without adding more time to your day? Utilizing both instruction and interactive discussions, you will learn about what hinders productivity and what can lead to productivity success, learn to set realistic productivity goals, and develop strategies to maintain productivity through change.

Who Should Take This Course?

This course is designed for those who want to increase workplace productivity through the use of effective timesaving techniques and organizational skills.

Course Objectives

- Identify and define the productivity drivers in an organization
- Minimize productivity hindrances in the workplace
- Utilize key methods to achieve productivity goals in the workplace
- Understanding “Change” and productivity

Course Info

- Length: 3 hours
- Format: Classroom instruction, group projects and exercises
- Prerequisite: None

Course Content

Identify and define the productivity drivers in an organization

- Define productivity and understand what factors are important to productivity success in the organization
- Learn key strategies and factors that can drive and improve productivity in the workplace

Minimize productivity hindrances in the workplace

- Evaluate key productivity hindrances
- Develop strategies to minimize hindrances in the workplace

Utilize key methods to achieve productivity goals in the workplace

- Utilize the SWOT form and SMART goal worksheet to set realistic productivity goals in the workplace
- Apply the specific concepts as a “take-away exercise” to the individual workplace

Understanding “Change” and productivity

- Learn how to minimize change resistance and maintain productivity
- Discuss successful change efforts in the workplace

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Workplace Excellence Certificate, you must take all seven required courses and attend* 80 percent of the entire certificate (calculated by total number of sessions). If you complete a certificate program by taking courses individually (not through a series), you can [request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.