MANAGEMENT

MG47-1 Modern Workplace Productivity and Focus

In today's always-connected workplace, productivity is no longer about simply managing time — it is about managing attention, energy, and priorities effectively. This practical and highly relevant programme equips professionals with modern strategies to improve focus, reduce distractions, and work more efficiently in fast-paced and hybrid environments. Participants will explore practical tools and techniques to streamline workflows, improve decision-making, and build sustainable work habits that support both performance and wellbeing.

Course Information

Duration: 1 day

London (£795): 20th May 2026, 15th July 2026, 9th September 2026, 28th October 2026, 16th December 2026, 9th June 2027, 28th July 2027, 22nd September 2027, 10th November 2027, 12th January 2028, 29th March 2028

Companies nominating 3 or more delegates to attend the same programme will enjoy a special discount on the course fees.

Upon completion of one of our CPD certified courses, delegates will be awarded both an LMC certificate and a CPD certificate. No examination required.

Who is the course suitable for?

This course is ideal for professionals, managers, and team members who want to improve productivity, manage workload pressures, and maintain focus in demanding or hybrid working environments.

Course profile

Foundations of Modern Productivity

- Understanding attention, focus, and cognitive overload
- Identifying workplace distractions and productivity barriers
- Prioritising effectively using modern planning frameworks
- Structuring workdays to improve energy and efficiency

Practical Strategies for Sustainable Performance

- Managing emails, meetings, notifications, and digital distractions
- Using productivity tools and workflow management techniques
- Building routines that improve consistency and accountability
- Creating a personal productivity and focus action plan

Competencies

At the end of this course, delegates will be able to:

- Recognise the key factors that reduce productivity and focus in modern workplaces
- Prioritise tasks and manage competing demands more effectively
- Improve concentration and minimise digital distractions
- Apply practical productivity systems and workflow strategies
- Build sustainable habits that support high performance and wellbeing
- Apply practical techniques to improve focus, manage competing priorities, reduce distractions, and increase productivity while maintaining wellbeing and sustainable performance

Course Booking

Call us: +44 (0) 207 724 6007

Email us: training@lmcuk.com

www.lmcuk.com

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