



# Getting Things Done

## Available In:

- English
- Spanish
- Videoconferencing

## *Personal Development Training*

The “Getting Things Done” Course is designed for students who are members of projects team, those who work as or with organization change agents, members of special task force and high-level individuals’ contributors.

### What will trainees learn?

- Implement your project, team and individual tasks
- Understand the **direction** in which you and your coworkers are headed
- Establish the **priorities** that will drive success
- Build **plans** that produce actionable outcomes
- Motivate yourself and others to be enthused and **engaged**
- **Execute** your tasks
- Be held **accountable** to clearly defined results

### How will this training benefit your company and employees?

This training will benefit your company and organization by helping leaders address the disconnect between what they want to happen and the “real” work that has to be done. This course will teach the directions, priorities and planning that will help leaders and members shift their mindset by focusing on thinking it through and engage, execute with a sense of accountability.

*This training is typically offered in a range of 8 hours. Onsite training may be customized to meet your business needs.*

## ABOUT MODERN CLERISY



Modern Clerisy

Modern Clerisy mission is to enable and empower all team members with World Class Lean Six Sigma methodologies and Business and Personal development tools in order to develop and inspire process improvement, innovation and creativity to drive organizational efficiency.

Although our story began in April 2017, the history of Lean Six Sigma deployment and facilitating has been on going with our founder and lead facilitator for the past 16 years. Our Philosophy is to help businesses and organization develop and sustain a culture in the workplace that promotes and cultivates the cycle of Continuous Improvement using Lean Six Sigma Business and Personal development tools and best practices