



Changing forever the way people work

Change forever the way your people work.

Have you ever wondered how much time and money your Agency wastes because of inefficient work practices?

Here at PEPworldwide, we help organisations of all sizes to streamline their productivity.

Through our world-famous **Personal Efficiency Program**, we can help your people to become more **efficient** (i.e. get things done with the least amount of effort) and more **effective** (i.e. do more of the right things).

Our expert consultants will work closely to understand your specific needs – and will then fashion our customised tools and resources to help your people work faster, do more, and get better results.

We recently helped the staff of a large Agency to become:

- 48% more efficient when looking for papers and files.
- 43% more efficient when reading mail and email.
- 40% more efficient in planning work.
- 36% more efficient when working on projects/key responsibilities.

How can we help your organisation?

Everything we do is focused on creating greater productivity and immense time and cost savings. Our coaching is an ingenious blend of contemporary behaviour change theories and intrinsic common sense principles. It is high impact and transformational. Many of our clients tell us that they see results in less than a month – and many individuals tell us they start experiencing the benefits immediately.

Find out how we can help your people, and your organisation:

- ☑ **Become more organised** – by identifying and evaluating personal work habits, organising workspaces, fine-tuning workflow, and ensuring everyone is fulfilling their day-to-day responsibilities.
- ☑ **Align individual goals with organisational goals** – ensuring that everyone is working to shared priorities, and aligning their work focus with your overall corporate direction.
- ☑ **Plan more effectively** – by, using correct planning and scheduling tools, and thereby prioritising tasks, resulting in the more important things getting done.

Become more efficient – by exploring beliefs about personal responsibility in the workplace, and providing options to increase effectiveness and achieve positive results.

How the *Personal Efficiency Program* works

Once you have decided to fine-tune your organisation, our expert consultants will meet with you to understand your specific needs – and to tailor a program for your people. Coaching is then provided by our expert trainers, one-on-one, in small groups.

Typically, we recommend three or four training sessions, over six to eight weeks. We know from experience that people learn better at their workstations than they do in a classroom, and that they learn better using their real work, rather than theoretical abstracts. For this reason, we come to your office and provide training in your actual work environment.

Our best results come from coaching our clients at their own place of work, especially at their own workstations. But we have coached in offices, cars, factories, casinos, high security locations and even on farms, trading floors and oil rigs! Quite simply... where your people work, we'll work!

Why are we different?

When you choose to work with PEPworldwide, you can be confident you are choosing a provider that offers:

- ☑ **Comprehensive training.** We explore all areas of workplace productivity. Our program is the only one to combine all three areas of workplace efficiency – including effective personal organisation and workflow; effective planning; and effectiveness in workplace interaction.
- ☑ **In-house training.** We believe you learn more at your desk than in a training room which is why we offer training at your place of work.
- ☑ **Rapid results.** Our program is simple and highly practical. It provides tools and approaches that can be applied immediately to make a difference in your workplace.
- ☑ **Effective learning techniques.** Importantly, we ensure that learning is put into practice, consolidated, and then reviewed before moving on to more complex learning. This allows participants to practice the principles and see accomplishment, before moving on to the next challenge.
- ☑ **Trusted advice.** Our trainers are all rigorously trained and accredited, with ongoing observation to ensure their performance standards are maintained.
- ☑ **Quality-assured.** Every facilitator's ongoing performance is rated by participants as part of our post-program feedback. This ensures our program continues to uphold the highest possible standards.

About Us

PEPworldwide is a global network of associated businesses, all of which have been providing productivity solutions in the Asia Pacific region since 1993. We have 65 staff and Associates in major cities in Australia and New Zealand; offices in Sydney, Melbourne, Canberra, Brisbane, Auckland and Wellington; and representatives in Adelaide, Perth, Christchurch, Hamilton, Dunedin, Invercargill, Tokyo, Singapore, Malaysia, Vietnam, Indonesia and the Philippines.

Our Personal Efficiency Program is detailed in the book, *The Personal Efficiency Program – How to Stop Feeling Overwhelmed and Win Back Control of Your Work*, by Kerry Gleeson - which has sold over one million copies worldwide.

How can we help you?

To find out how we can make your workplace more productive, please contact us on +61 2 9955 3333 or visit www.pepworldwide.com