

✓ Module 1: Planning and Prioritization (Duration: 2–3 hours)

1. What is productivity vs. activity?
  2. Understanding priorities: Urgent vs. Important (Eisenhower Matrix)
  3. Planning backwards from goals to daily tasks
  4. Task chunking and batching for efficiency
  5. The Time Log: Diagnosing your productivity leaks
  6. Setting boundaries and managing interruptions
  7. Identifying energy zones and matching task complexity
  8. Using planners, checklists, and time blocking effectively
  9. Managing multi-project timelines and shifting priorities
  10. Daily and weekly review habits to stay on track
- □ Toolkits: Weekly Planner Template, Eisenhower Grid, Time Audit Sheet

✓ Module 2: Influencing Without Authority (Optional Add-On) (Duration: 2–3 hours)

1. What makes someone influential at work?
  2. Personal brand and credibility: Trust and expertise
  3. Building alliances and stakeholder mapping
  4. Language of influence: Framing messages that land
  5. Storytelling and data as persuasion tools
  6. Using reciprocity, consistency, and social proof
  7. Navigating resistance and changing minds
  8. Micro-moments of influence (in meetings, 1:1s)
  9. Influence in virtual/hybrid teams
  10. Ethical influencing: What not to do
- □ Toolkits: Stakeholder Influence Map, Elevator Pitch Builder

✓ Module 3: Negotiation Skills (Duration: 3–4 hours)

1. What is negotiation? Difference from persuasion
  2. Key principles of win-win negotiation
  3. The 4 Ps: Prepare, Position, Propose, Pivot
  4. Understanding BATNA, WATNA, ZOPA
  5. Framing offers and counteroffers strategically
  6. Power dynamics and assertiveness
  7. Reading verbal and non-verbal cues
  8. Cross-functional and multi-party negotiation scenarios
  9. Simulation: Salary, client, or interdepartmental negotiation
  10. Post-negotiation debrief and relationship building
- □ Tools: Negotiation Planner, BATNA Calculator, Conversation Script