

Task Balance

Matching the Work to the Worker (2-6 hours, instructor led)

Overview

It should come as no surprise that there is a close relationship between the work we are doing and our satisfaction and productivity levels in doing it. But how do we come to understand such a mundane platitude in a way that provides new information and useful insight?

The answer is Task Balance. Research has shown that our workplace tasks can be categorized into one of four types and that each of us has a unique, preferred blend among those types. If what we are doing is too far from our preference, both enjoyment and productivity suffer. Studies have shown that cultivating a working understanding of task type and Task Balance can produce immediate improvements in both areas. Equally importantly, once we understand a task's type, we can identify the critical elements of success for that task. This type of understanding is a must for anyone who is trying to succeed at their own work, or trying to help peers or employees to succeed.



Graduates of this seminar will...

- **Receive a personalized assessment which delineates individual**
 - **Task Balance preferences, including**
 - **Ideal balance (preferred)**
 - **Actual balance (current actual)**
 - **Job optimal balance (current requirement)**
- Interpret their personal assessment to identify opportunity areas for increased individual performance
- Experience through simulation the various types of tasks and the productivity impact of good or poor Task Balance matches
- Develop a working understanding of the primary task types, how to identify tasks by type, and what critical elements are necessary for success with each task type
- More effectively lead, influence, or support work teams by understanding and leveraging the
- Impact of the team's Task Balance
- Develop strategies for converting tasks between types in order to enhance Task Balance
- Recognize the warning signs and risks of inappropriate task type conversions
- Understand possible next steps to implement Task Balance tools in the workplace

Audience and Prerequisites

This training is appropriate for anyone at any level. It is particularly powerful for group leads, project leads, and management of all levels, and for whole teams when taken together. Participants complete an online assessment lasting 10 minutes in advance of the seminar. No other pre-work or prior training or experience is required.

Leaders, managers, and those with responsibility for the work of others report extremely positive results from this session, especially when taken in conjunction with *The Dress Rehearsal*.