

## GETTING THINGS DONE®: TRAIN-THE-TRAINER PROGRAM

(OFFERED IN EXCLUSIVE PARTNERSHIP WITH THE DAVID ALLEN COMPANY)

### Overview

This 3-day train-the-trainer program offers corporate trainers a unique opportunity to become certified and licensed to teach the 1-day workshop, *Getting Things Done®: A Path to Personal Productivity*, to their internal clients. The curriculum is structured to provide an in-depth review of the five phases of the **Mastering Workflow** model developed by David Allen. Participants will receive a comprehensive toolkit of resources to master the content and enable successful delivery of workshops. In addition, participants will be able to attend free quarterly tele-conferences to expand upon their knowledge. The subtle effectiveness of GTD® lies in its radically common sense notion that with a complete and current inventory of all your commitments, organized and reviewed in a systematic way, you can focus clearly, view your world from optimal angles and make trusted choices about what to do (and not to do) at any given moment. GTD® embodies an easy step-by-step and highly effective method for achieving this relaxed, focused, productive state.

### Who Should Attend

Experienced corporate facilitators who are enthusiastic about improving productivity practices within their organizations and are committed to implementing GTD® methods

### How You Will Benefit

- Gain a thorough understanding of the five phases of mastering workflow
- Improve your ability to drive productivity practices across your organization
- Become part of a new, active network of certified trainers—offered exclusively through Linkage

### What you will learn

Participants that successfully complete The Train-The-Trainer Program and process are qualified to deliver the 1-day workshop. In addition, participants will receive the following trainer's toolkit package:

- On-line access to David Allen's Video Anthology to prepare for your training sessions
- PowerPoint Slides with embedded training videos
- GTD® folders and templates

### Prerequisite

Attend the 1-day program, *Getting Things Done®: A Path to Personal Productivity*.

### Pre-work

- Review Video Anthology—the Anthology provides useful information that will be used during The Train-The-Trainer Program
- Brief telephone conversation with the Linkage GTD Facilitator
- Read specific chapters from *Getting Things Done: The Art of Stress-Free Productivity*

### Program Curriculum

#### Day 1

- Introduction
- Module Introduction
  - Frame the experience and create and practice your own GTD® story
  - Exercise: Visualize Success
- Module 1 – Introduction to GTD® Methodology
  - Create “Your Productive Experience” story
  - Explain the Five Phases of Mastering Workflow
  - Create “Your Horizons of Focus Map”
- Module 2 – Phase One: Collect
  - Identify methods to collect
  - Identify limitations to short-term memory
  - Exercise: Mind Sweep
  - Exercise: Collection Card

#### Day 2

- Module 3 – Phase Two: Process
  - Intro to Fundamental Thinking Demonstration
  - Process Exercise: Do, Delegate, and Defer
  - Best Practices to Processing guidelines
- Module 3 – Phase Three: Organize
  - Intro to Sample Lists
  - Jumpstart Exercise: Other List Options
  - Support Materials to use for Eliminate
  - Exercise: Personal Organizational Set Up

## Day 3

- Module 4 – Phase Four: Review
  - Define the Review process
  - Share and discuss implementation challenges and best practices
  - Exercise: Calendar Review
- Module 4 – Phase Five: Do
  - Methods to overcome procrastination
  - Identify the Limiting Criteria that affects our choices
  - Define the Three-fold Nature of Work
  - Recognize how Horizons of Focus drives your priorities
  - Exercise: Decide What to Do

## Day 3

- Module 5 – GTD® Implementation
  - Frame the experience
  - Best and worst practices
  - Best way to get started
  - Resources available
  - Exercise: Implementation Ideas
  - Anthology Discussion
  - Program Close

## Post-work

Participate in two tele-coaching sessions before and after the delivery of your first session

## Earning Certification

Certification will be awarded based upon successful completion of pre- and post-work requirements, in addition to validation of the individual's ability to apply the GTD® methodology and demonstrate competence in facilitating this session. After Certification has been awarded, materials for in-house deliveries are available for purchase through Linkage.

Linkage Training Programs are approved by the following organizations

