



COURSE OVERVIEW LS0204-3D **Innovation & Productivity in the Workplace**

Course Title

Innovation & Productivity in the Workplace

Course Date/Venue

September 21-23, 2026/Al Ain Boardroom, Le Royal Méridien Abu Dhabi Hotel, Abu Dhabi, UAE

Course Reference

LS0204-3D



Course Duration/Credits

Three days/1.8 CEUs/18 PDHs

Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our software tools.



This course is designed to provide participants with a detailed and up-to-date overview of Innovation & Productivity in the Workplace. It covers the workplace productivity, types of innovation, time management fundamentals and personal productivity systems; the creative thinking techniques, building a productive mindset and digital productivity tools; the collaboration and team productivity, innovation frameworks and methods and problem-solving techniques; managing change and resistance; the workplace efficiency optimization; and the advanced time and energy management.



During this interactive course, participants will learn to lead by example, encourage team innovation, empower employees and build a culture of accountability; the performance measurement and improvement and innovation in organizations; creating a positive work environment and employee engagement strategies; and the recognition and rewards and building collaborative culture.

Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on innovation and productivity in the workplace
- Discuss workplace productivity, types of innovation, time management fundamentals and personal productivity systems
- Apply creative thinking techniques, building a productive mindset and digital productivity tools
- Carryout collaboration and team productivity, innovation frameworks and methods and problem-solving techniques
- Manage change and resistance and apply workplace efficiency optimization including advanced time and energy management
- Lead by example, encourage team innovation, empower employees and build a culture of accountability
- Employ performance measurement and improvement and implementing innovation in organizations
- Create a positive work environment and apply employee engagement strategies, recognition and rewards and building collaborative culture

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of innovation and productivity in the workplace for managers and team leaders, supervisors and middle managers, employees at all levels, high-potential / future leaders, project managers and process owners, entrepreneurs and business owners and other technical staff.

Course Fee

US\$ 3,750 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations:

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, M.Com, B.Com (Hons), PMP, Industrial Psychologist (HPCSA Reg.), PMI-ATP Instructor PMI-PMP, PMI-CAPM Instructor is a **Senior Management Consultant & Project Management Professional** with over **30 years** of combined engineering, managerial, consulting, counseling, and international training experience across Africa, the Middle East, the Gulf region, and Europe. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling, Cost Control, and Earned Value Management, Project Management (Predictive, Agile, and Hybrid), PMO setup and governance, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines,**

Risk and Contract Management (including contract development, tendering, dispute resolution, and claims), **Risk Identification Tools & Techniques, Project Life Cycle, Stakeholder Management and Communication, Performance Coaching and Difficult Conversations, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Leadership Orientation Programme, Leadership & Team Development, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Leadership & Performance Management, Leadership Communication, Leadership Excellence for Senior Management, Supervisory, Leadership, Coaching & Mentoring, Leadership, Communications & Interpersonal Skills, Administrative Leadership Skills, Office Management & Administration Skills, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence and Resilience, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Controlling Your Time & Managing Stress, Crisis Management and Decision-Making Under Pressure; and Customer Experience, Service Excellence, and Negotiation Skills, Strategic Human Resources Management, Change Management and Organizational Development, Human Capital and Talent Management (succession planning, performance management, competency frameworks, and behavioral assessment), Strategic Planning and Execution, Project Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration. Further, he has also led or supported Training Needs Analyses (TNA), large-scale capability development programs, and leadership pipelines for technical, operational, and graduate employees.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Training & Development General Manager, Departmental Head (Electrical), Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Senior HR Consultant, Senior Lecturer / Academic Supervisor, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals, International Trainer, and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars and CBM Training.

Dr. Le Roux has a **PhD in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a **National Higher Diploma** and a **National Technical Diploma in Qualified Electrical & Mechanical Engineering** from **Germiston College, South Africa**. Further, he is a **Certified Project Management Professional (PMP)**, a **PMI Authorized Training Partner (ATP) Instructor**, a **Certified Associate in Project Management (PMI-CAPM)**, a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

30% Theory

70% Practical Exercises, Case Studies, Engaging Slides/Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities, Ice Breaking Activities, Group Activities and E-learning associated with the course topic is preferred

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Monday, 21st of September 2026

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	<i>Understanding Workplace Productivity</i> <i>Definition & Key Drivers of Productivity • Individual versus Team Productivity • Common Productivity Challenges • Measuring Productivity (KPIs Outputs versus Outcomes)</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Introduction to Innovation</i> <i>What Innovation Means in the Workplace • Types of Innovation (Incremental Disruptive) • Importance of Innovation for Competitiveness • Real-World Examples</i>
1030 – 1130	<i>Time Management Fundamentals</i> <i>Prioritization Techniques (Eisenhower Matrix) • Time Blocking & Scheduling • Identifying Time-Wasters • Managing Interruptions</i>
1130 – 1215	<i>Personal Productivity Systems</i> <i>Task Management Frameworks (GTD Kanban) • Goal Setting (SMART Goals) • Habit Formation for Productivity • Daily & Weekly Planning</i>
1215 – 1230	<i>Break</i>
1230 – 1330	<i>Creative Thinking Techniques</i> <i>Brainstorming Methods • Lateral Thinking Approaches • Mind Mapping • Overcoming Mental Blocks</i>

1330 – 1420	Building a Productive Mindset Growth Mindset Principles • Motivation & Discipline • Managing Stress & Burnout • Focus & Concentration Strategies
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2: Tuesday, 22nd of September 2026

0730 – 0830	Digital Productivity Tools Task & Project Management Tools • Communication Tools (Teams Slack) • Note-Taking & Organization Apps • Automation Tools Basics
0830 – 0930	Collaboration & Team Productivity Effective Teamwork Principles • Role Clarity & Accountability • Communication Best Practices • Managing Cross-Functional Teams
0930 – 0945	Break
0945 – 1100	Innovation Frameworks & Methods Design Thinking Process • Lean Innovation Principles • Agile Methodologies • Continuous Improvement (Kaizen)
1100 – 1215	Problem-Solving Techniques Root Cause Analysis (5 Whys) • SWOT Analysis • Decision-Making Frameworks • Structured Problem-Solving Approaches
1215 – 1230	Break
1230 – 1330	Managing Change & Resistance Understanding Resistance to Change • Change Management Strategies • Communicating Change Effectively • Building Adaptability
1330 – 1420	Workplace Efficiency Optimization Streamlining Workflows • Eliminating Inefficiencies • Process Improvement Techniques • Measuring Improvements
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3: Wednesday, 23rd of September 2026

0730 – 0830	Advanced Time & Energy Management Managing Energy Cycles • Deep Work Principles • Avoiding Multitasking Pitfalls • Balancing Workload & Recovery
0830 – 0930	Leadership for Innovation & Productivity Leading by Example • Encouraging Team Innovation • Empowering Employees • Building a Culture of Accountability
0930 – 0945	Break
0945 – 1030	Performance Measurement & Improvement Setting Performance Metrics • Monitoring Progress • Feedback & Coaching • Continuous Improvement Cycles



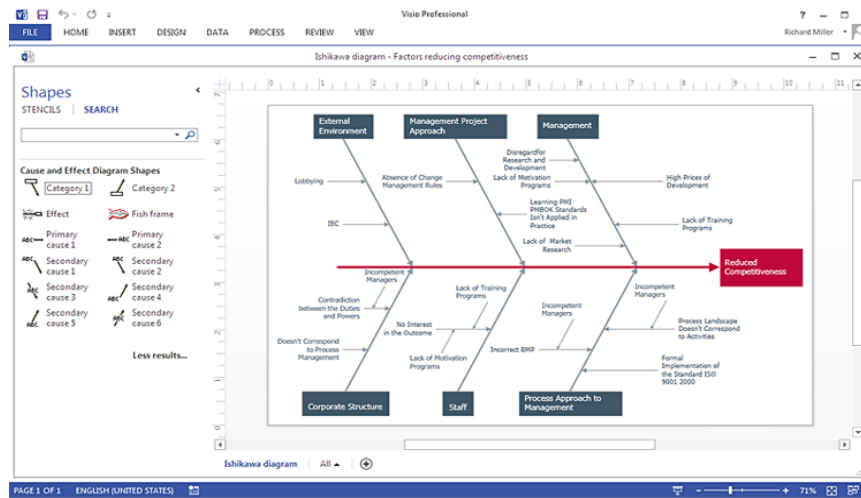
1030 - 1130	Implementing Innovation in Organizations <i>Turning Ideas into Action • Innovation Pipelines • Risk Management in Innovation • Scaling Successful Ideas</i>
1130 - 1215	Workplace Culture & Engagement <i>Creating a Positive Work Environment • Employee Engagement Strategies • Recognition & Rewards • Building Collaborative Culture</i>
1215 - 1230	Break
1230 - 1345	Capstone Project & Practical Application <i>Identifying a Workplace Productivity Challenge • Designing an Innovation Solution • Implementing Strategies • Presenting Results & Feedback</i>
1345 - 1400	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 - 1415	POST-TEST
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Software Tools Demonstration

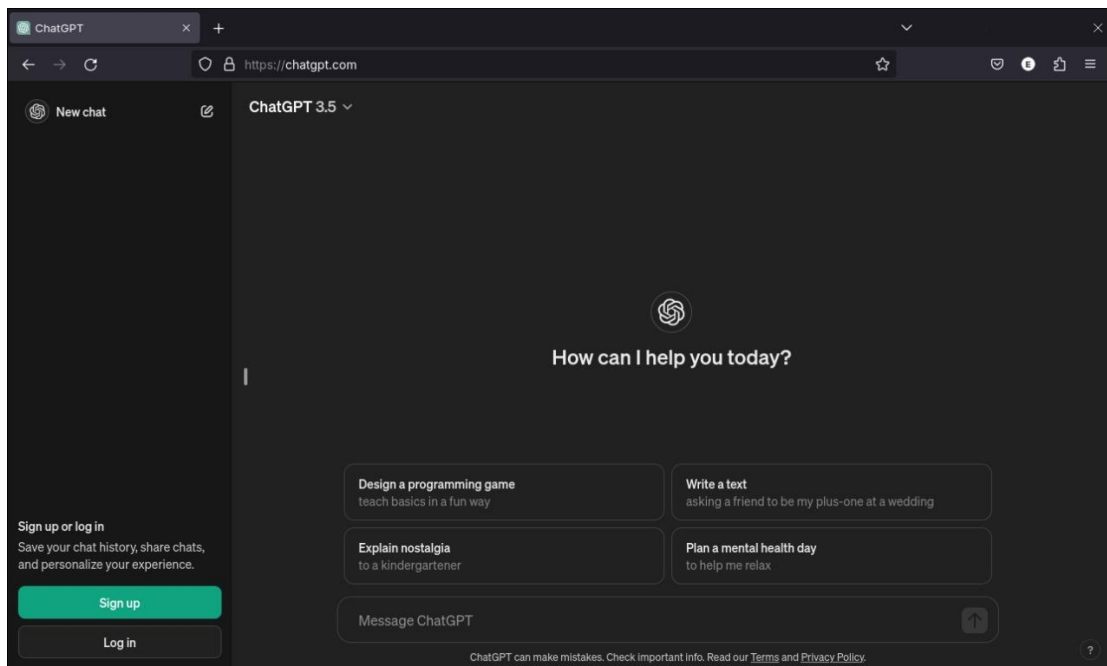
Practical sessions will be demonstrated through software tools during the course for delegates. Delegates will have an opportunity to understand the exercises using the “Mindview Software”, “Visio Software”, “ChatGPT” and “PMI Infinity”.

The screenshot displays the Mindview Software interface. The top window shows a mind map titled "Problem Solving" with branches for "Assessment", "Planning", "Measurement", and "Monitoring". The bottom window shows a Word document titled "PROBLEM SOLVING" with a table of contents and a list of topics. The text "Mind map" is written next to the top window, and "Word" is written next to the bottom window.

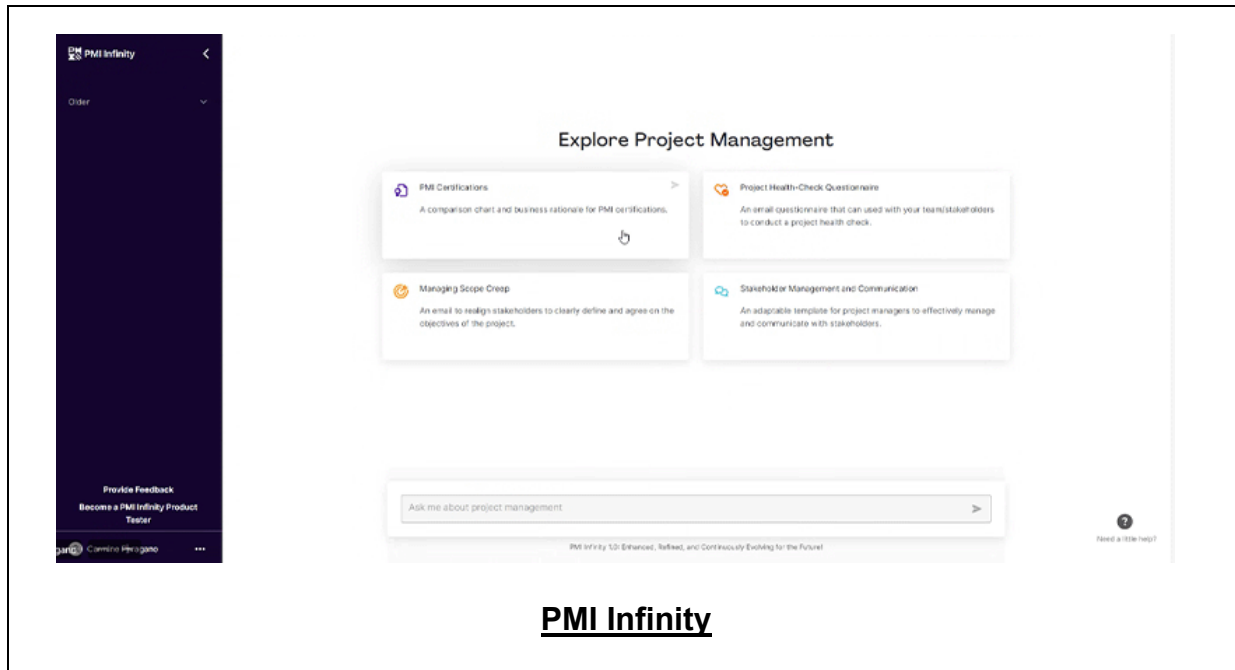
Mindview Software



Visio Software



ChatGPT Software



Course Coordinator

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