

The MPS Internal Certification Program Comparing the Options

Understanding the difference between the ICP TBYL seminars and the MPS TBYL seminars

The MPS Take Back Your Life! seminars are part of an overall productivity education strategy that supports you in integrating productivity into your management structure and corporate culture. The result of working with us in developing a set of programs that fits your needs is long term cultural change — which not only increases productivity and work-life balance but ensures sustainability and continuing return on your productivity education investments.

Integrating productivity into your culture starts at the most senior levels in your organization and consists of multiple phases: productivity assessments, interviews, individual coaching, group seminars, consulting services, templates, protocols and a considerable amount of customization. As you prepare to roll out the programs across your entire employee base, the Internal Certification Program is a very important part of the deployment phase. The content of the ICP TBYL seminar is standardized to enable wide-spread quality delivery to your entire organization using your internal facilitators.

I've been with this company over 8 years and have been through more training classes than I can remember. This is BY FAR the most pertinent and usable training I have experienced here."

—ICP facilitator

Because it is standardized for quality control, the content of the ICP TBYL seminar is different from TBYL seminars that are delivered by MPS consultants. The ICP TBYL seminar is generally delivered on a much larger scale to an open audience; mainly mid-level managers, individual contributors, and general staff. With this standardized content, we are able to train your internal facilitators in three days, with additional follow-up coaching. This gives you a cost-effective and resource-efficient deployment option.

Employees at companies that deliver TBYL through ICP-trained facilitators report:

- 6.5 fewer hours spent each week processing e-mail
- 24% less time spent "fighting fires"
- 57% fewer messages in their e-mail inbox
- 12% fewer e-mail messages received per day
- 15% fewer interruptions per day
- 15% less time spent finding and filing information each day

The MPS TBYL seminars are customized in a variety of different ways: by objectives, by team challenges, by team roles, by technology and by features used, and are usually delivered to senior-level work teams. In addition, we use extensive pre- and post-session surveys to measure results for you. MPS facilitators participate in an intensive two-year certification program before they can deliver all levels of TBYL seminars.

Comparison of MPS TBYL content vs. ICP TBYL content:

MPS TBYL seminar

1. A series of 360-degree interviews and productivity assessments are completed
2. Delivery to an intact work team
3. Delivered mainly to senior-level staff
4. Content is customized around a team's specific objectives and challenges related to productivity assessment
5. Content is customized around specific role(s): Executive, Executive Administrator, Senior Manager, Sales, Customer Service, Individual Contributor, and Administrator
6. Technology is customized around Microsoft Outlook features and how best to use them related to specific roles.
7. Integration of additional technologies: OneNote, SharePoint, Tablet PCs and Smart Phones.
8. Productivity Surveys are used to measure results

ICP TBYL Seminar

1. Interviews and productivity assessments are not included
2. Delivered to an open audience
3. Delivered mainly to mid level managers, individual contributors, and general staff
4. Standard content is provided with no customization
5. Standard content is not customized around specific roles
6. Technology is standardized around Microsoft Outlook productivity features
7. Microsoft Outlook is the only technology used
8. Productivity Surveys are not included

Both the MPS TBYL seminars and the ICP TBYL seminars are key for you to successfully integrate productivity into your culture with sustainable, maximum, results. Typically, TBYL sessions delivered by MPS for you will happen with intact work teams at senior levels and the ICP TBYL seminars will include mid-level managers in an open seminar environment. The standardized format of the ICP TBYL seminars allows us to support you in providing consistent, high quality delivery of the content to ensure optimal employee productivity results.

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