JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

High-Value Work Focus and Friction Removal Training Course

21 – 25 June 2027
Singapore

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

High-Value Work Focus and Friction Removal Training Course

Ref: 2996_113584 **Date:** 21 – 25 June 2027 **Location:** Singapore **Fees:** 6900 GBP

High-Value Work Focus and Friction Removal is a 1-week training course for team leaders and experienced professionals lifting their own and their team's output, ending with a Personal and Team Output Improvement Plan. Attention is now split across messages, meetings and shifting requests, so deciding where effort goes has become a leadership skill. Jupiter Prime Training offers High-Value Work Focus and Friction Removal as a hands-on route to that skill.

Why High-Value Work Focus and Friction Removal Matters Now

Three forces shape this subject today. Digital channels have multiplied interruptions. Flatter structures place more coordination on team leaders. Clients also expect faster turnaround without extra headcount, so wasted effort shows quickly in service levels. An organisation that handles this well frees capacity for the work that moves its goals. One that handles it badly sees full calendars, missed priorities and tired people. The course rests on plain practice: diagnosing gaps, ranking work by contribution, mapping friction and setting measurable targets.

Who Gains Most from High-Value Work Focus and Friction Removal

- Leaders responsible for the daily output and workload balance of a small team
- Specialists who carry a heavy personal portfolio of requests and deliverables
- Coordinators who own hand-offs between functions and feel their delays first
- Supervisors accountable for service turnaround and backlog levels
- Project contributors juggling several streams with competing deadlines

A team leader attending with two or three members of the same unit gains most, as the ranking and friction log can be agreed together.

High-Value Work Focus and Friction Removal Capabilities

Participants learn to separate contribution from activity and turn lost time into trackable targets.

- Assess the gap between current and expected output — the line manager deciding where to intervene
- Rank tasks by contribution, effort and urgency — the team agreeing what to stop, delay or delegate
- Map hand-offs, waiting points and rework loops — the colleagues who share a workflow
- Design focus blocks and interruption rules for a team — individuals protecting deep concentration time
- Specify measurable improvement targets with baselines — the sponsor reviewing progress
- Communicate an output improvement case — senior stakeholders approving changes to routines

Key High-Value Work Focus and Friction Removal Terms

- High-value work — tasks whose completion contributes most directly to a team's agreed goals.
- Work friction — any recurring obstacle that slows a task without adding to its result.
- Performance gap — the measured difference between the output a role or team delivers now and the output expected of it.
- Context switching — moving attention between unrelated tasks, at a cost to concentration.
- Friction log — a short running record of where and why work stalls.
- Improvement baseline — the starting measurement against which later changes in speed, volume or quality are judged.

High-Value Work Focus and Friction Removal Day by Day

Day 1: Output, Contribution and the Forces Behind Lost Time

- Contribution Versus Activity Distinction — Which Tasks Truly Advance Team Goals
- Time Audit of a Typical Week — Where Personal Hours Actually Go
- Interruption Sources and Channel Overload — Setting Team Communication Expectations
- Stakeholder Expectation Mapping — Clarifying Who Defines Valuable Output
- Output Indicators for Knowledge Work — Choosing Fair Signals of Progress

Day 2: Diagnosing Personal and Team Performance Gaps

- Gap Statement Writing — Separating Symptoms From Underlying Causes
- Root Cause Questioning Sequence — Locating Skill, Process or Resource Shortfalls
- Workload Distribution Grid — Rebalancing Effort Across Team Members
- Capability and Motivation Check — Matching Support to the Real Barrier
- Evidence Gathering From Work Samples — Grounding Judgements in Observable Output

Day 3: Ranking and Protecting High-Value Work

- Contribution and Effort Scoring Matrix — Ordering a Crowded Task List
- Stop, Delay or Delegate Review — Freeing Capacity for Priority Tasks
- Focus Block Scheduling — Shielding Concentration Time Across the Team
- Request Intake Rules — Filtering New Demands Before They Land
- Saying No With Alternatives — Protecting Priorities While Keeping Relationships

Day 4: Mapping and Removing Workflow Friction

- Hand-Off and Waiting Point Mapping — Exposing Delays Between Colleagues and Functions
- Friction Log Routine — Capturing Recurring Blockers at Their Source
- Rework Loop Analysis — Reducing Corrections Caused by Unclear Requests
- Meeting Load Reduction — Replacing Status Meetings With Lighter Updates
- Template and Checklist Design — Removing Repeat Effort From Routine Tasks

Day 5: Practising the Personal and Team Output Improvement Plan

- Measurable Target Setting With Baselines — Defining What Improvement Will Look Like
- Applying the Gap Diagnosis to a Live Team Case — Selecting the First Fix
- Applying the Scoring Matrix to Real Workloads — Confirming Revised Priorities
- Applying the Friction Map to a Shared Workflow — Agreeing Removal Actions
- Personal and Team Output Improvement Plan — Owners, Measures and Review Points

Applying High-Value Work Focus and Friction Removal After the Course

- Run a two-week friction log and use the hand-off map to remove the commonest blocker.
- Hold a stop, delay or delegate review of team tasks and agree focus blocks.

High-Value Work Focus and Friction Removal Questions FAQ

What is high-value work focus and friction removal, and why does it matter now?

It is the practice of directing effort to the tasks that contribute most and clearing the obstacles that slow them. It matters now because interruptions keep rising with flat headcount.

Which roles gain most from high-value work focus and friction removal training?

Team leaders, busy specialists and coordinators gain most. Each handles a heavy flow of requests and hand-offs and can change shared routines once work is ranked by contribution.

How does high-value work focus and friction removal differ from a time management course?

It goes beyond personal scheduling. Time management centres on one calendar; this course diagnoses team gaps, maps shared workflows and sets targets a whole unit tracks.

What do you bring back from high-value work focus and friction removal training?

You bring back a written personal and team improvement plan. It holds a diagnosed gap, a ranked task list, a friction map and targets with baselines and owners.

High-Value Work Focus and Friction Removal: The Way Forward

The Personal and Team Output Improvement Plan first informs which single friction point or low-value task the team removes in its opening month. The team leader owns it, and colleagues use it to track agreed measures. After its first review, the contribution scores deserve a fresh look, because priorities shift once capacity is released.