THINK productive

Supercharge Your Team Comms

Powerful team communication and collaboration without overwhelm

Why rethink team communications?

Navigating the multifaceted, dynamic digital workspace? It's no walk in the park. In a world brimming with communication platforms – from emails, Slack, WhatsApp, to countless apps – it's legitimate to ask, "What's the gold standard?" We help you find ways through the maze in order to get everyone to agree how best to solve it in order to supercharge your team comms.

Confusion, cluttered inboxes, and toxic overload jeopardize not just our efficiency, but our mental well-being. Beyond just tools, the essence of communication lies at the heart of building and nurturing an authentic company culture.

A fully customizable session

We recommend:

In-person or online | 3hrs | Up to 20 people

What you'll learn & do

This workshop empowers your teams to:

- Audit your current comms tools, including email, and identify where confusion and overwhelm come from
- Learn strategies and tactics for communication that improves connection and engagement
- Draft a Comms Manifesto as a group, from what exists now to what you want it to be
- Agree shared norms for which tool to use, when, and why

- Explore how AI can reduce misunderstandings and support a more connected way of communicating

94% of participants would recommend our workshops

Who is this workshop for?

- Organizations drowning in channel overload, with unclear expectations and constant interruptions
- Cross-functional teams building a Comms Manifesto for the wider business
- Intact teams wanting to improve their own internal communication
- Leaders who want to model good comms habits and create psychological safety around how the team talks to each other.

What this workshop offers

- **Psychology before technology.** We audit your current comms tools together and work out what's actually causing the confusion, not just add another tool to the pile.
- **A manifesto, not just ideas.** Half-day or full-day options, both ending with a practical Comms Manifesto ready to share with the wider organization.
- **Learning that lasts.** Every participant gets access to the Productivity Ninja® Academy.
- **A format that fits.** 3 hours (half-day) or a full day, in person or live online, for up to 20 people.

What you'll do

You'll start by auditing where things actually stand: which tools your team uses, why, and where the confusion creeps in. From there, the group works together to identify what's working, what isn't, and what values and guidelines you'd want your comms to reflect instead.

In the half-day format, you'll leave with a draft Comms Manifesto to refine afterwards. In the full-day format, the afternoon is a facilitated session that turns those draft ideas into a polished, practical manifesto your team can use immediately. Either way, you'll also look at

where AI can help reduce misunderstandings and support clearer, more connected communication. You'll leave with agreed actions, not just good intentions from a productive discussion.

What happens when communication works

When teams agree on how they communicate, everything changes:

- Messages land in the right place, first time, without duplication across tools
- Notifications and interruptions drop, because there's a shared understanding of what's urgent and what isn't
- People feel more confident raising things, because expectations are clear
- Culture becomes more collaborative, not just less noisy
- New starters and distributed teams have a manifesto to follow, not guesswork

> **Orbis Procurement**
>
> "The group activities really got us thinking, talking and working together to highlight practical ways we can improve comms"
>
> **Christina Kyriacou**

Benefits & Results

The most immediate benefit is a shared document: a Comms Manifesto the whole team has actually agreed to, not a set of individual habits everyone interprets differently. But the deeper shift is cultural. Once a team has a shared language for how and when to communicate, the constant low-level friction of misaligned expectations starts to disappear.

What your organization gets

Reduced overwhelm, clearer expectations, and a culture where communication supports the work instead of getting in the way of it. A manifesto that can scale from one team to the wider organization.

Keele Uni

“Actually coming out of the session with actions agreed has been a change from previous workshops.”

Katy Lockett

Why it matters

Teams aren’t struggling with communication because they lack channels, they’re struggling because nobody’s agreed the rules for using them.

- Too many tools with no shared logic means messages get duplicated, missed, or sent to the wrong place
- Constant notifications and blurred boundaries between channels drive overwhelm and hurt wellbeing
- Without agreed norms, culture gets shaped by habit and default, not by intention

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“I liked the way the stages of creating a manifesto were clearly set out and talked us through from identifying what we have to what we would like values and guidelines to be.”

Workshop participant

Your workshop. Your way.

We recommend a **3-hour** workshop for a team of **up to 20 people**, but like all our workshops, it can also be tailored to your exact needs.

Available options:

Formats

In-person | Online

Group size

Standard group: Up to 20 | Large group: Unlimited

Duration

Recommended: 3 hours | Keynote length: 60 mins-2hrs