

Top Priority

A practical learning simulation from RSVP Design Ltd



How do you prioritise tasks, achieve multiple goals and apply your efforts, energy and expertise where it is most needed at any time? How do you answer to the demands of different clients, managers and colleagues when everyone seems to need you at the same time? 'Top Priority' simulates all those situations in which you are faced with too many things to do at once, too many people demanding your attention and no clear strategy for prioritising the importance of the tasks on your list. It offers a realistic and familiar professional challenge! The selected activities represent different types of work tasks eg. compliance, administration, manufacturing and problem-solving and require different types of expertise. All participants must be engaged and involved.

'Top Priority' involves between 12-36 people. Participants work on a number of parallel tasks (3-6 depending upon group size), all of which must be completed within 90-120 minutes.

Top Priority is a self-contained activity which can be facilitated entirely by RSVP Design staff or can be facilitated by your own team, with pre-delivery briefing and support from RSVP Design as required. The duration is approximately 3 hours including briefing and structured review. (We suggest allowing 15 minutes for briefing, 90-120 minutes for the activity and 45 minutes for the review). The activity requires a venue with enough space for 3 to 6 groups to be working on independent practical activities.

Top Priority powertool can be used to:

- Understand organisational goals and the relationship of tasks to goals.
- Assess the scale, complexity and challenge of tasks in order to make accurate assessments of the time and resources needed to achieve them.
- Develop a structured project plan, then monitor and change it as required.
- Manage relationships between sub-teams engaged in parts of a project.
- Work assertively: knowing how and when to say "No".
- Influence others to provide badly needed support and expertise.



The Top Priority powertool has been used by global clients including Apple Inc, Prudential Insurance, Specsavers, the Center for Creative Leadership in the USA and IMD, Lausanne.

"The simulations during the course were learning highlights that I can adapt to my daily challenges in my own role. The course was a journey of discovery which I thoroughly enjoyed."

Cara Steinmetz, Senior Sales Manager, AppleStore Telesales, Apple Computer Ireland

A demanding project management task...

This demands real motivation and task leadership. Supervisory and project leadership skills are tested and individual leadership potential can be assessed by observers of the exercise. Each individual has components that contribute to a number of different tasks, plus specific task responsibility. Allowed to work with no direction, internal competitiveness develops and individual tasks and needs take priority. Good leaders recognise and present a 'big picture' perspective which allows for more informed delegation and decision-making.

To add TOP PRIORITY to your resource library: