

PROFESSIONAL & PERSONAL EFFECTIVENESS



This highly interactive 1 day workshop is applicable to anyone who wishes to improve their personal impact and personal effectiveness skills. It will arm you with the skills and mindset required to take your effectiveness at managing yourself and your effectiveness within the workplace.

The workshop is tailored to meet the specific requirements of the attendees. It is an interactive workshop peppered with exercises and frameworks that will allow participants to apply the information covered to their specific situation. In addition participants get the opportunity to put their new found skills into practice in a learning environment.

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- Define what success means to you
Is it climbing the career ladder rapidly? Ensuring a good work/life balance? How will you know if you are on the right path, unless you know your destination?
- Increase your self awareness by getting familiar with your strengths and weaknesses.
Sometimes it is easier to increase effectiveness by making a strength even stronger.
- Create a results-focussed mindset
Taking personal responsibility for your results, seeing opportunities not obstacles.
- Strategies for fueling your motivation
Learn useful strategies for boosting motivation and for overcoming both internal and external obstacles
- The 7 Principles of Success
Discover the principles that everyone who achieves success adhere to.
- Why you are 'never not communicating' and the fundamentals of non-verbal communication
- Why time management is really self management.
Why self management is energy management and ways to keep your energy high.
- Strategies for managing your state including ways to enhance your self confidence.
Most people if they are honest would like to boost their self confidence. Discover 10 different ways to take your confidence to the next level.
- Define your 'personal brand' and ways to consciously create your reputation.
What do your colleagues and customers experience when they interact with you? What would you like their experience to be? We all have a personal brand, so why not consciously create it.
- Polish your presentation and influencing skills
- Discover Personal Development frameworks that will aid your preparation and effectiveness in a variety of situations.
- Summary, Evaluation & Training Programme Close