

Personal Effectiveness

Learning Objectives

At the end of the workshop you will:

- understand what personal effectiveness is and isn't;
- understand your drivers and techniques for self-motivation;
- know how to make best use of your time;
- be able to communicate effectively and get the best out of each situation;
- be able to manage your emotions and boost your confidence;
- understand your preferred learning style and the importance of learning;
- be able to work and live in a balanced, sustainable way without stress;
- be able to put your best self forward each and every day.

Course Programme

0915	Assemble and Coffee
0930	Introductions and Objectives
	What are the ingredients of personal effectiveness?
	Being proactive Drive and motivation
1100	Break
	Putting first things first Effective time management
1230	Lunch
1330	First Listen, then understand Effective Communication Skills Confidence and Assertiveness Managing emotion and mood
1500	Break
	Sharpen the Saw Continually learning Looking after yourself - avoiding stress
1630	Action Plans Evaluation and close