


# 2 – DAY EMPOWERING YOURSELF


## CONTACT

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## INTRODUCTION

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This personal development training is specifically designed to improve your personal skills, predominantly at work, but the principles of personal development are universal, and so are useful to enhance your confidence in your private life too.

You want to improve your skills in order to improve your performance, your confidence and your earning capacity.

This personal development training will help you to develop your confidence relating to: personal communication, goal achievement, personal effectiveness, positive mental attitude, planning, prioritisation and handling people.

## METHODOLOGY

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- Short lectures
- Discussion groups
- Presentations
- Exercises with a personal future action planning exercise.

## COURSE OBJECTIVES

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By the end of this course, you will be able to:

- Understand The Concepts Of Motivational Leadership
- Develop Leadership Traits And Skills
- Develop and use the "EI Blueprint" to manage professional challenges and enhance interactions
- Gain the essentials of Assertiveness and Self-Esteem
- Practice Creative Thinking methods to generate ideas and solutions
- Turn existing Problems into Opportunities for Growth
- Giving a Professional Presentation

## WHO SHOULD ATTEND?

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This Personal Empowerment workshop is ideal for anyone who would like to gain a strong grasp and improve their Personal Empowerment which includes:

- Managers
- Team Leaders
- Executives
- Assistants
- All employees within an organisation

# PROGRAM OUTLINES

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## MODULE 1: INSTILLING THE SPIRIT OF EXCELLENCE PHILOSOPHY

- Define your personal standards – how do you wish to be perceived by others?
- The Key Ingredients for Success
- Mind-set Change – Adaptability to Changes
- Building self confidence
- Self-Awareness – Strengths and Weaknesses

## MODULE 2: EMOTIONAL INTELLIGENCE

- Knowing yourself: developing key intrapersonal skills
- Working with others: applying integral interpersonal skills
- Responding appropriately in key situations
- Understanding Different Personalities

## MODULE 3: LEADERSHIP

- What is Leadership and it's Organisational impact
- The Fundamentals of Leadership and their basic requirement
- Our role and the organisational vision, mission, culture and values
- Assessing your leadership profile
- Strategies for cultivating your leadership skills

## MODULE 4: CREATIVITY, CRITICAL THINKING AND DECISION MAKING

- Think Outside the Box
- Developing your inner innovator
- Seeing room for improvement
- Brainstorming options
- Challenging assumptions
- Decision-Making – your personal thinking style

## MODULE 5: PRESENTATION SKILLS

- Introduction to Presentation
- Preparing a Presentation
- Preparing Yourself
- Delivering a Presentation
- Handling an Audience