

2 – DAY EMPOWERING YOURSELF



Introduction

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.

Course Objectives

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

Methodology

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

Who Should Attend?

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

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Course Outline

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 & 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

