

Personal Effectiveness

Duration: 2 days

Personal effectiveness is a result of not just one thing, but of a combination of factors which all impact upon each other.

This training course is designed for those who seek to further develop the key skills and techniques needed to build personal impact, influence and effectiveness in dealings with others.

This course will be beneficial for those who;

- Need to manage their time and priorities more effectively.
- Find it sometimes difficult to refuse requests and say 'No'.
- Need to learn how to manage their emotions more effectively.
- Want to build their confidence in dealing with 'difficult' people.
- Need to persuade and influence others in order to achieve results.
- Wish to raise their own personal profile and impact.

Course Objectives:-

As a result of completing this training course, delegates will;

- Analyse their current effectiveness in terms of time and priority management.
- Identify appropriate situations and techniques for assertive communication.
- Confidently deal with conflict situations and 'difficult' people.
- Consider the most appropriate Influencing style(s) to achieve positive results.
- Recognise the factors that contribute to building personal profile and impact.
- Develop a personal action plan to enhance personal effectiveness at work.

Course Content:

DAY ONE

- Managing Time & Priorities
- Developing Assertiveness
- Handling Conflict & 'Difficult' People

DAY TWO

- Understanding Personal Style
- Influencing Skills
- Building Personal Profile and Impact
- Action Planning

Course Prerequisites:

- There are no prerequisites for this course