

Courses Described

Personal Effectiveness

Course Objective:

To provide you with knowledge and skills that will help improve your ability to:

- ✓ deal with opportunities and on-going challenges,
- ✓ maintain or build your motivation and achievement levels and
- ✓ gain maximum return on the time effort and energy you invest at work.

Course Content:

- ✓ **Inner Control**
The foundation of the building, Internal/External Locus of Control, Who or what controls your life? Why does this matter? What can you do about it?
- ✓ **Personal Planning / Prioritization**
Your current and your future universe, Direction versus Speed, Objectives versus Dreams, A Balanced Personal Portfolio
- ✓ **Managing Your Time**
Objectives and priorities, Important versus Urgent, The 80/20 Rule – what it means for you, Completing overwhelming tasks; Eating the elephant?
Managing distractions / interruptions
- ✓ **Managing your Motivation**
Your motivation is your responsibility, The factors that matter, Your Input leads to effort that leads to outcomes, What outcomes do you expect?
- ✓ **Managing Your Career**
The new organization model, ‘Stages’ not a ‘Ladder’, Lifelong learning, You are your own President and CEO
- ✓ **Managing Your Stress**
What is stress? Sources and symptoms; Organizational and Personal, Know yourself first and only, Addressing stressors, The ‘whole life’ approach

For Whom:

All staff who wish to improve their overall effectiveness, productivity and satisfaction.

Duration:

2 days.