

PERSONAL EFFECTIVENESS

Overview:

Meeting the daily challenge of managing professional and personal responsibilities requires a strategy designed to meet individual needs. The pressure to find innovative ways to achieve goals, pay attention to the competition, respond quickly to both internal and external customer needs, and enjoy life outside work is even more intense in today's fast-paced, ever-changing, competitive environment.

We just never seem to have enough time. The reality is we all have the same amount of time but it is how we use our time that makes the difference.

Three of the major inhibitors of personal effectiveness are:

- Lack of understanding of oneself
- Poor management of time
- Ineffective stress management techniques

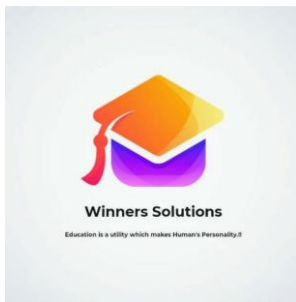
Hence our Personal Effectiveness Training Program has a three-pronged focus:

1. Awareness of Self
2. Getting Work Done Effectively
3. Collaboration

You will learn to develop an action plan for real change based on effective use of time and management of stress, which is congruent with your own unique behavioral style.

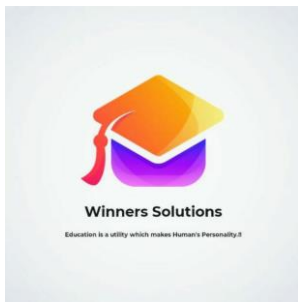
Training Topics:

- **Understanding Focus**
 - Clearing Mind Chatter
 - Understanding What we Want
 - What is Focus
 - How can we be focused on what we want to achieve
- **Goals & Values and Behaviors**
 - What are Values
 - What are Our Goals



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- How Values and Goals Affect Our Behavior
- **Self-Awareness**
 - Understanding Self
 - SWOT Analysis of Oneself
 - Goal Setting
- **Managing Time**
 - Planning and Organizing your time
 - To Do Lists
 - Prioritization
 - Delegation
- **Art of Getting Things Done**
 - Communication for Personal Effectiveness
 - Delegation
 - Creativity & Problem Solving
 - Adapting to Change
- **Collaboration as a means of Personal & Professional Success**
 - Building Effective Teams Through Collaboration
 - Resolving Conflicts
- **Managing Stress**
 - The power of perception
 - Stress and diet
 - Stress and exercise
 - Balancing the various aspects of one's life including work, relationships, family, health etc.
 - Ways to develop a positive attitude
 - Employ the 'Flip Side' technique.
 - Play your winners
 - Simplify! Simplify
 - Clarify your mission
- **The Way Ahead – Personal Action Plan**



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Training Hours:

The duration of the training program will be 16 hours

Training Methodology:

- Instructor Led Training
- Role Plays
- Games and Group Activities
- Case Studies

