

Core Skills Programme

Personal Effectiveness

Course Outline

Introduction

Many people find themselves in a position where both their interpersonal relationships at work and their personal ability to achieve their goals are vital to their success. Yet some of them are unable to maximise their effectiveness in these areas. The Purpose of this course is to help the individual to develop a plan and master techniques to successfully handle challenges and opportunities in their relationships, and also to master the art of self-management.

For

This is suitable for individual contributors at all levels, as well as for those responsible for managing others (directly or indirectly).

Objectives

The objectives of this programme are to enable participants to understand their interpersonal style and personal effectiveness in achieving their objectives, and to learn techniques to adapt their style and improve their interpersonal and personal effectiveness.

Course Content/ Learning Components

The programme covers aspects such as:

- Defining the effective individual
- Managing key relationships
- Managing key inputs and outputs to their role
- Managing expectations and conflicts
- Managing your impact
- Managing your own objectives and priorities against time

The programme is a mixture of individual work, group discussion and exercises, together with lively input from the tutor.

Competencies Addressed

The following primary competencies and success factors will be addressed in the course:

- Leadership: Real passion and enthusiasm to succeed and understands the longer-term game.
- Improving the business: Dealing With Change.
- Working with Others: Building Relationships.
- Communication: Delivery Through People.

Duration

The course is run over 1 day.