

# PERSONAL & PROFESSIONAL EFFECTIVENESS

## Training Topics:

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### Outline of topics

#### o **Managing Self:**

- **Understanding Self**

Self Analysis based on strengths and weaknesses

- **Exercise: analysis of Michael**

Creating an action plan for oneself

#### o **Managing Time:**

Personal goal setting

Managing and achieving goals

To-do lists and prioritization

- **Exercise: creating a to-do list**

Dealing with Procrastination

#### o **Influencing skills:**

##### **Exercise: the chosen one**

Ways to improve influencing skills

Points to remember while influencing

Exercise: influencing scenarios

#### o **Maintaining a positive attitude:**

Ways to develop a positive attitude

Exercise: the other side

Case study: focus on your positives Activity: positive play

Role play: lack of punctuality

#### o **List of Activities: Activity: Ice Breaker**

Opening Activity: Personal Effectiveness

Exercise - Step 1: Conduct Self Analysis

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Exercise - Step 2: Create an action plan to improve 2 of your weaknesses  
Exercise: Create a 'To do list'

Exercise: the chosen One

Exercise: Scenarios

Exercise: What are you telling yourself?

Exercise: The other side

Case Study: Focus on your positives

Case Study: Using your positives

Activity: Positive Play

Role Play: Conduct the 'Lack of Punctuality'

Story: unlocking the door

Training Hours: