



Developing Personal Effectiveness: One-Day Workshop

Who should attend?

Designed for those who want to clearly define their own personal goals, identify their own motivational needs, develop their assertiveness skills and to identify what holds them back in relation to their own time management strategies.

Learning Objectives;

- To develop a greater understanding of your own personal vision and values and how these are aligned to the vision of the organisation.
- To develop a greater understanding of your own individual style and the importance of developing greater emotional intelligence.
- To build and develop the necessary skills for dealing with people assertively and with self-confidence.
- To identify strategies in dealing with challenging behaviours.
- To understand and develop the skills required to communicate and get your message across effectively.
- To effectively manage your priorities both in the short-term and longer term.
- To examine both the positive and negative aspects of stress and develop coping skills.

Learning Methodologies:

The programme modules will be presented through the use of a variety of learning methods including:

- Short presentations
- Plenary group discussion
- Break-out groups
- Role-play
- Tailored group activities