Tel +44 20 4571 2395
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What is Personal Effectiveness Training?

Personal effectiveness is a result of not just one thing, but of a combination of factors which all impact upon each other. Personal effectiveness is vital to strong business management.

This Personal Effectiveness training course is designed for those who seek to further develop the key skills and techniques needed to build personal impact, influence and effectiveness in dealings with others.

Who is Personal Effectiveness Training intended for?

This training course is aimed at those who:

- Need to manage their time and priorities more effectively
- Find it sometimes difficult to refuse requests and say 'No'
- Need to learn how to manage their emotions more effectively
- Want to build their confidence in dealing with 'difficult' people
- Need to persuade and influence others in order to achieve results
- Wish to raise their own personal profile and impact

Call us now to book or further discuss your options - +44 (0)1273 622272.

Course Objectives

As a result of completing this Personal Effectiveness training course, delegates will:

- Analyse their current effectiveness in terms of time and priority management.
- Identify appropriate situations and techniques for assertive communication.
- Confidently deal with conflict situations and 'difficult' people.
- Consider the most appropriate Influencing style(s) to achieve positive results.
- Recognise the factors that contribute to building personal profile and impact.
- Develop a personal action plan to enhance personal effectiveness at work.

Personal Skills

- Overview
- Strengths and Weaknesses

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Personal Opportunities

- Presentation and Communication skills
- Interviewing Techniques
- Attaining Feedback
- Career Development

Methods of Organisation

- Fundamentals of Effective Organisation
- Who uses Organisational Development?
- Planning Skills
- Team Work

Management Skills

- Self-Management
- Team Management
- Motivation
- Intervention

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