

€ TRAINING

Developing Personal Effectiveness with
Positive Skills





Developing Personal Effectiveness with Positive Skills

Introduction:

This training program is designed to empower participants to enhance their personal effectiveness and character development essential in today's dynamic global economy. Through it, participants will be equipped with tools to maximize their potential and to increase productivity in the workforce.

Program Objectives:

At the end of this program, participants will be able to:

- Empower and enable themselves to develop in the areas of personal effectiveness and character empowerment required in today's global economy.
- Integrate these empowerment skills into achieving excellence in every area of personal and corporate life.
- Highlight the 90% "People Factor" in contrast with the 10% "Performance Factor."
- Equip and maximize their potential, develop positive habits, and thus increase productivity in the workforce.

Targeted Audience:

- Managers.
- Supervisors.
- Team Leaders.
- Employees among all departments and levels.

Program Outlines:

Unit 1:

Self-Reflection and Goal Setting:

- Identify personal strengths and areas for improvement.
- Set SMART Specific, Measurable, Achievable, Relevant, Time-bound goals.
- Learn techniques for tracking progress and staying motivated.
- Cultivate a growth mindset to embrace challenges and setbacks.

- Develop strategies for overcoming procrastination and increasing productivity.

Unit 2:

Communication Mastery:

- Enhance active listening skills to foster better relationships.
- Practice assertive communication techniques for expressing needs and boundaries.
- Learn non-verbal communication cues for effective interpersonal interactions.
- Develop empathy and understanding to resolve conflicts constructively.
- Utilize techniques for giving and receiving constructive feedback.

Unit 3:

Stress Management and Resilience Building:

- Identify sources of stress and understand their impact on well-being.
- Learn relaxation techniques such as mindfulness and deep breathing exercises.
- Develop strategies for time management and prioritization.
- Cultivate resilience by reframing negative thoughts and building coping mechanisms.
- Establish healthy boundaries to manage work-life balance effectively.

Unit 4:

Emotional Intelligence Development:

- Increase self-awareness of emotions and their influence on behavior.
- Enhance empathy and perspective-taking skills to understand others' emotions.
- Practice emotional regulation techniques for handling difficult situations.
- Develop interpersonal skills for building strong, supportive relationships.
- Utilize emotional intelligence in decision-making and conflict resolution.

Unit 5:

Confidence Building and Self-Empowerment:



- Challenge self-limiting beliefs and cultivate a positive self-image.
- Set personal boundaries and assert oneself confidently in various situations.
- Practice resilience in the face of failure or criticism.
- Develop a sense of purpose and direction in life.
- Build self-compassion and celebrate personal achievements along the way.