

€ TRAINING

Personal Effectiveness and Influencing Skills



4 - 8 August 2025
Lisbon (Portugal)



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REF: Q128 DATE: 4 - 8 August 2025 Venue: Lisbon (Portugal) - Fee: 5940 Euro

Introduction:

Personal effectiveness is the foundation of achieving success in professional and personal endeavors, focusing on time management, goal setting, and self-discipline. Combined with strong influencing skills, individuals can inspire action, build trust, and drive collaboration. This training program empowers participants with the tools and strategies to enhance their personal productivity and effectively influence others in diverse contexts.

Program Objectives:

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

- Enhance personal productivity through effective time and goal management.
- Develop emotional intelligence to improve interpersonal relationships.
- Strengthen influencing skills to inspire and persuade others.
- Manage conflicts constructively and build collaborative partnerships.
- Cultivate resilience and adaptability in challenging environments.

Targeted Audience:

- Professionals aiming to improve personal and interpersonal effectiveness.
- Managers and team leaders seeking to enhance their influencing capabilities.
- HR and organizational development specialists.
- Project managers and team supervisors.

Program Outline:

Unit 1:

Fundamentals of Personal Effectiveness:

- Understanding the principles of personal effectiveness.
- Setting clear, actionable, and achievable goals.
- Prioritizing tasks using proven time management techniques.

- Building self-discipline and overcoming procrastination.
- Evaluating and improving personal habits for success.

Unit 2:

Emotional Intelligence in Personal and Professional Growth:

- Understanding the components of emotional intelligence EI.
- Enhancing self-awareness and self-regulation.
- Recognizing and managing emotions in others.
- Building empathy to strengthen interpersonal relationships.
- Applying EI principles to navigate challenging situations.

Unit 3:

Influencing Skills for Professional Success:

- The psychology of influence: principles and techniques.
- Adapting communication styles to different audiences.
- Building trust and credibility as a foundation for influence.
- Persuading and negotiating with confidence and tact.
- Leveraging storytelling to inspire and connect with others.

Unit 4:

Conflict Management and Collaboration:

- Identifying sources and types of conflicts in the workplace.
- Strategies for managing and resolving conflicts constructively.
- Encouraging collaboration and teamwork through effective communication.
- Turning conflicts into opportunities for growth and innovation.
- Maintaining professionalism and composure in high-pressure situations.

Unit 5:



Cultivating Resilience and Adaptability:

- Understanding the role of resilience in personal effectiveness.
- Strategies to adapt to change and thrive in dynamic environments.
- Managing stress and maintaining focus under pressure.
- Building a growth mindset for continuous improvement.
- Developing habits for sustained personal and professional success.