

PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE

Introduction

The importance of time & self management cannot be over-emphasized to individuals and organizations at large. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when pressures are high. Time management skills lie at the heart not only of personal effectiveness but also of organizational success.

This training course is designed for those:

- ❖ who seek to further develop and improve the key skills and techniques needed to build personal impact, influence and effectiveness in life and workplace
- ❖ who would like to increase their results and maximise the effectiveness of their activities
- ❖ who need to manage their time and priorities more effectively
- ❖ who find it sometimes difficult to refuse requests and say 'No'
- ❖ those taking on new roles and responsibilities or those who want to make changes in their working lives

Learning Delivery Method

- ❖ The methodology for this program would be very interactive; a combination of theory and practical. One day live workshop plus two weeks post-training implementation phase.

Course Modules

Module 1: Personal Effectiveness

Vision –

- ❖ Understanding personal core values
- ❖ Identifying individual goals
- ❖ Clarifying what is important to you
- ❖ Analysing how to succeed
- ❖ How to apply The Stretch goals concept

Emotional Intelligence –

- ❖ How to control your emotions at work
- ❖ How to respond to challenging situations in a calm and controlled manner
- ❖ Handling Conflict & 'Difficult' People

Module 2: Optimising Time & Priorities

- ❖ Understanding and applying Time Management principles
- ❖ Barriers to Time Management at work
- ❖ Developing a robust prioritization strategy

- ❖ Identify time wasters and personal preferences that affect performance in the workplace
- ❖ Proven strategies for beating procrastination
- ❖ Strategies for getting the most out of meetings
- ❖ Creating the right mix for personal continuous development
- ❖ Achieve greater control through improved personal organization
- ❖ Action Planning

Training objectives

By attending this highly interactive one-day course you will:

- ❖ Gain an insight into the key psychological principles involved in optimising your time effectively
- ❖ Acquire an insight into developing and exploring your core values and how those values can help you to prioritise more effectively
- ❖ Understand the distinction between 'urgent' and 'important' items
- ❖ Discover the importance of personal organisation in structuring your day
- ❖ Appreciate how to negotiate work priorities
- ❖ Develop a personal action plan to enhance personal effectiveness at work.

Who Should Attend?

- ❖ Anyone who would like to increase their productivity and effectiveness.
- ❖ People who are looking to develop personal management skills to enable them to excel in their career and business
- ❖ Managers, Team leaders and professionals who need to optimise time more effectively to enhance their own performance and that of their team
- ❖ Professionals & Managers in new roles
- ❖ Entrepreneurs who need to enhance their business success

Training Outcomes

At the end of the programme, delegates should be able to:

- ❖ Understand the power of goal setting.
- ❖ Follow guidelines to set goals designed for achievement and success.
- ❖ Discover strategies to help maintain the focus and discipline required to achieve goals to bring reward and satisfaction.
- ❖ Understand that increased productivity is not the result of working longer hours, but the result of making better decisions about optimising your time.

- ❖ Adopt a practical process for managing appointments and tasks in a systematic and consistent way, based on priorities and goals.
- ❖ Appreciate that planning and preparation move you from crisis management to pro-activity and control.
- ❖ Explore techniques to minimise time wasted in the workplace.
- ❖ Remember the importance of balance in your life for sustainable success.

Registration details

- ❖ Our Training program is a Pre-registration event, you need to register at www.edencarelimited.com/register/ or send your Name, Organisation, Phone number, Email address and Profession to training@edencarelimited.com to reserve your seat and then pay the course fee into our bank details as follow -
- ❖ ***Eden Care and Resourcing Limited:***
GTbank
- ❖ ***0210036409***

- ❖ ***First Bank***
- ❖ ***2029439715***

- ❖ **Date:** March 24, 2017
- ❖ **Time:** 8.30a.m – 4p.m
- ❖ **Venue:** LCCI Conference & Exhibition Centre, behind Abiola Garden, Alausa, Ikeja, Lagos
- ❖ **Course Fees:** N25,000.00

Group Registration of 3 participants attracts 10% discount.

Payment covers: Course fee, Comprehensive Training Materials, Tea break, Lunch, Certificate and Implementation phase.

For more enquiries, contact 08023982811, 08129142656 or send mail to training@edencarelimited.com