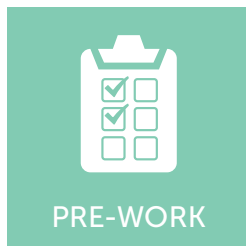


# PERSONAL EFFECTIVENESS

## COURSE OUTLINE

All our courses are based on learning by doing. We initiate and accelerate learning journeys through interactive assignments, presentations, group exercises, buddy coaching, discussions, personal case studies and action planning.



### PRE-WORK

#### Pre-work

- Reflect on a number of questions about personal effectiveness in order to define what you want to improve in your own effectiveness
- Have a conversation with your line manager about your reflections
- In consultation with your manager, identify 2-3 development goals relating to your personal effectiveness



### DAY 1

#### Day 1

- How I want to be remembered – your personal statement
- The power of ambition. What would my life look like if I lived my values to the fullest?
- Talents – exploration of your talents and how to leverage them
- Powerful choice – exercise to experience making powerful choices
- Stress and stress management
- Creating and enhancing work flow



### HOMEWORK

#### Homework

- Peer consultation group exercise with 4-5 participants per group. Discuss real life cases on personal effectiveness
- Prepare a short, creative presentation on the outcomes of the peer group. What are your ultimate tips for personal effectiveness?



### DAY 2

#### Day 2

- Presentations with ultimate tips (prepared during homework session)
- The power of attention – basic mindfulness exercises
- Levels of listening
- Rational Effectiveness Training and developing coping strategies
- The power of connection
- Effective performance in real situations – what would you say and do?



### POST-CLASS ASSIGNMENTS

#### Post-class assignments

- Identify specific occasions when you would like to behave more effectively in the coming 6 weeks. Consult your line manager about how he/she can support you
- Agree on commitments with your peer group (assigned at workshop) on when and how you share updates, successes and obstacles

