

Developing Yourself & Others

INTRODUCTION

This course is designed for anyone wishing to improve their self-organisation and development. It will help delegates to investigate, understand and review key elements of personal effectiveness in order to develop.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- **Reviewed** ways of self-management
- **Identified** elements of emotional intelligence and how these can be utilised for Self-Development
- **Clarified** their personal vision and values
- **Identified** ways of self-organisation, prioritising and planning
- **Reviewed** reasons for Stress and methods of relief
- **Reviewed** and practised principles of effective communication

COURSE DURATION: 1 Day Course

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COURSE CONTENTS

Self-management and emotional intelligence

Develop your personal purpose / vision / values.

The ABC of self-transformation.

Time management:

Ten steps to goal achievement.

Prioritising tasks and the cycle of time management.

Create your personal time management system.

Stress management:

Reduce stress and build self-confidence.

Help your colleagues with the stress management tool kit.

Relationship management:

The art of building successful and satisfying relationships in the workplace.

Seven principles of effective communication.

How to handle difficult people.

Personal Development Action Plan

