

"Master-Classes" in Personal Effectiveness**PERSONAL EFFECTIVENESS**

A One-Day Programme

Programme Objectives

Given the pressures of change within the organisation, this workshop concentrates on personal management skills and the effective management of time.

The aim is to ensure delegates know how to adopt working methods that will enable them to become more effective

The specific objectives of this module are to:

- Review and develop key personal management skills.
- Consider the techniques of self-organisation and how to delegate more effectively.
- Draw delegate's attention particularly to planning skills and encourage systematic thinking about future actions and their consequences.

Who is this Programme for?

This Personal Effectiveness programme is designed for those who seek to further develop the key skills and techniques needed to build personal impact, influence and effectiveness in dealings with others.

Programme Contents

- . What is personal effectiveness?
 - . Efficiency versus effectiveness
 - . The Importance of time and resource management
- . The nature of time
 - . How do you use time - individual exercise?
- . Developing your Objectives
- . How are you judged?
 - . Individual exercise
- . Identifying Time Wasters
 - . Individual exercise
- . Time and Planning
 - . Developing monthly, weekly and daily plans
- . The Rules for Personal Effectiveness
 - . Time category assessment
 - . Work priorities
 - . Work schedules
 - . Setting priorities

- . Steps to Improving your Personal Efficiency
- . Effective planning
 - . Practical individual and group exercise and review
- . Delegation
 - . What it really is and how to do it.
 - . Reasons why people fail to delegate
 - . What can and cannot be delegated
- . Self Development Plans
 - . Personal Action Commitment
 - . Manager Coaching link

