



Training Topics:

- **Managing Self:**
 - Understanding Self
 - Self Analysis based on strengths and weaknesses
 - Exercise: analysis of Michael
 - Creating an action plan for oneself
- **Managing Time:**
 - Personal goal setting
 - Managing and achieving goals
 - To-do lists and prioritization
 - Exercise: creating a to-do list
 - Dealing with Procrastination
- **Influencing skills:**
 - **Exercise: the chosen one**
 - Ways to improve influencing skills
 - Points to remember while influencing
 - Exercise: influencing scenarios
- **Maintaining a positive attitude:**
 - Ways to develop a positive attitude
 - Exercise: the other side
 - Case study: focus on your positives
 - Activity: positive play
 - Role play: lack of punctuality

List of Activities:

- Activity: Ice Breaker
- Opening Activity: Personal Effectiveness
- Exercise - Step 1: Conduct Self Analysis
- Exercise - Step 2: Create an action plan to improve 2 of your weaknesses



Personal Effectiveness Training



- Exercise: Create a 'To do list'
- Exercise: the chosen One
- Exercise: Scenarios
- Exercise: What are you telling yourself?
- Exercise: The other side
- Case Study: Focus on your positives
- Case Study: Using your positives
- Activity: Positive Play
- Role Play: Conduct the 'Lack of Punctuality'
- Story: unlocking the door

Training Hours:

The duration of the training program will be 8 hours