

1-day Improving Your Personal Effectiveness

INTRODUCTION

A 1-day intensive, interactive, reflective workshop that helps participants analyse their current use of working time, use their time efficiently, and regain control by actively managing emails, interruptions and phone calls, whilst managing their stress levels successfully.

This workshop focuses on hands-on exercises, self-awareness and teamwork. It is suited to all staff members.

TARGET AUDIENCE

Those of any discipline, who wish to improve their personal effectiveness in all areas. Increasingly more is expected of us both at work and in our private lives. As both work activities and organisational structures change rapidly, the need for each of us to work at the peak of our effectiveness has increased.

This workshop will help you understand your own personal working style and how it impacts on others. Look at ways to improve your professional and personal potential by making positive changes and developing and managing yourself better.

CONTENT OUTLINE

Time and Priorities Management

How to make time work for you
Personal productivity
Setting priorities
Using checklists and deadlines
Goal setting

Email Management

Do's and Don'ts
Email Etiquette

Managing Stress

What is stress?
What are the signals?
How to use stress actively?
Avoiding burnout

METHOD

The workshop is interactive, fun, and interesting. We keep the participants actively involved throughout this intensive day, using a little theory, and then immediately practicing in a safe, comfortable environment. Participants walk out with real skills that they can start to apply immediately.