

Personal Effectiveness: Leading yourself

Duration: 2 Days Course Code: PELAJ

Overview:

Many people want to get more out of their career, out of their time, out of life and encounter limitations in doing so. We ask ourselves: are we still efficient and effective enough? Are we in control? Are we still having fun? What about creativity? How do you deal with the overload of information, distractions and impulses? Do you feel that you always have to be your toes? Do we still have time for each other and for yourself? Will we get work done? Do you come home tired every day and do you feel less interested in doing things? Are you "being lived" or are you living your life?

The above questions have in common that they are about focus and attention. Your work and your private life demand a lot from you, which means that your focus and attention must be divided. Too many things that demand your attention distract you from the important things. As a result, you do not get to what is important enough, which in turn creates pressure. A vicious circle that costs more and more energy and yields less and less.

In this practical training we will find out how you can improve your Personal Leadership and increase your effectiveness, in a way that remains fun and gives you energy. Emphasis is on emotional intelligence (self-awareness, self-management, social awareness and social skills).

Target Audience:

This training is intended for anyone who wants to do the things that are important wants to increase their personal strength and effectiveness want to learn to live more in the 'now' wants to deal with stress want to use time more effectively wants to increase his (work) pleasure in daily life wants to improve his leadership qualities.

Objectives:

- Master skills of highly effective people
 - Achieve more in less time, with a goal focused mind-set
 - Communicate with more confidence, clarity and persuasion
 - Handle difficult people with the right amount of assertiveness
 - Develop superior self-awareness, self-discipline and self-control
 - Learn the proper use of humour, appreciation and praise
 - Develop a positive mental attitude that will inspire
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Content:

Introduction	What does stress and simple breathing exercises do to deal with stress	Dealing with conflict based on assertiveness and empathy
Explanation of the emotional intelligence model	Become aware of active addiction, multi-tasking and the issues of the day. What can you do about it yourself? Theory and exercises.	Taking good care of yourself is the precondition for creativity, mental energy, flexibility, good sleep
Discussing 360 degree feedback		
Explanation of the functioning of a number of aspects of the brain that influence EQ	Exercises for developing attention and focus	Balance between private life and work
Metaphor of the elephant or how to deal with your monkey mind	The power of empathy in relationships and social skills	
	The power of asking personal questions	

Further Information:

For More information, or to book your course, please call us on 0800/84.009

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www.globalknowledge.com/en-be/