



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

Story: unlocking the door

Training Hours:

The duration of the training program will be 8 hours