



## Training Topics:

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- **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:

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- 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:**

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The duration of the training program will be 8 hours