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