



Training Topics:

- **Key Principles of personal effectiveness**
 - Decide your “general direction of travel”
 - Decide how you wish to be perceived and act accordingly
 - Set your short term goals, that will get you moving

- **What is ‘Important’ to Me?**
 - SWOT Analysis
 - Goals & Objectives
 - What do I need to change in order to achieve the above
 - My responses to people around me
 - Barriers to managing self – Perceptions, attitudes, behavior

- **Interpersonal Skills**
 - Communication
 - Emotional Intelligence
 - Trust
 - Collaboration

- **Motivation, Self Esteem, Confidence Building & Support**
 - Building Esteem
 - Building Confidence in self
 - Motivation & Support

- **Change Management**
 - Why Change & Transformation
 - Reprogramming the mind to tap its complete potential
 - Achievement, success, excitement



Training Hours:

The duration of the training program will be 8 hours (1 day)

Training Methodology:

- Instructor Led Training
- Role Plays
- Games and Group Activities
- Audio and Video Clips

Resources Required:

- MMM Training Solutions will conduct the training.
- Maximum number of participants to a session will be 15.
- The training will be conducted at a venue organized by your organisation.
- The following will be provided by your organisation:
 - Handouts will be printed/photocopied
 - The LCD projector
 - Audio speakers