

## ESSENTIALS OF PERSONAL DEVELOPMENT

### Introduction:

An individual's potential for success is no longer evaluated on just the basis of their qualifications and experience. Knowledge base is now expanding to include attitudes, values and relationship skills as these are proving more and more essential in today's working environment. This programme incorporates four key aspects integral to self-development.

### Objective:

Delegates will explore the four key aspects and will be able to utilise them as a basis for management effectiveness and as a basis for continuing their personal development.

### Programme Synopsis:

#### Self Management

- Introduction to self management
- Emotional Intelligence -
  - Self-awareness
  - Managing emotions
  - Motivating oneself
  - Empathy
  - Handling relationships
- Understanding creativity
- The true meaning of responsibility
- Raising awareness of personal beliefs, visions, values and purpose.

#### Time Management

- Creating your own Time Management plan
- Setting & achieving goals
- Recognising time "stealers"
- Maximising your time
- Prioritising
- Implementing your plan

#### Stress Management

- Understand why stress happens
- How to build your esteem and self confidence
- Dealing with difficult situations
- Recognising and assisting with stress in others
- Avoiding "contagious" stress
- Stress management techniques

#### Relationship Management

- Ending the command and control era
- Consultation and participation – the new working structure
- Implementing the changes
- Rapport building
- Effective communication techniques
- Understanding and handling difficult people

**Duration:** Two Days

**Course Code:** TSCPDEV

**Certification:** Training Solutions 2000