

Eight-Hour Personal Effectiveness Training

Session 1: Introduction to Personal Effectiveness (1 hour)

- Understanding Personal Effectiveness
- Importance of Personal Development
- Setting Goals for Personal Growth

Session 2: Time Management and Prioritization (1 hour)

- Principles of Time Management
- Identifying Time Wasters
- Prioritization Techniques

Session 3: Goal Setting and Action Planning (1 hour)

- SMART Goal Setting
- Creating Action Plans
- Tracking Progress

Session 4: Effective Communication Skills (1 hour)

- Verbal and Nonverbal Communication
- Active Listening Techniques
- Assertive Communication Strategies

Session 5: Stress Management and Well-being (1 hour)

- Understanding Stress and its Impact
- Stress Management Techniques
- Promoting Well-being and Work-Life Balance

Session 6: Decision Making and Problem Solving (1 hour)

- Decision-Making Processes
- Problem-Solving Techniques
- Overcoming Decision-Making Barriers

Session 7: Building Resilience (1 hour)

- Developing Resilience Skills
- Coping Strategies for Adversity
- Embracing Change and Challenges

Session 8: Personal Development Planning (1 hour)

- Reflecting on Learning and Growth
- Identifying Areas for Development

- Creating a Personal Development Plan

Throughout the training, interactive exercises, group discussions, and self-reflection activities will be used to engage participants and facilitate learning. Participants will leave with practical tools and strategies to enhance their personal effectiveness and achieve their goals.