

**Personal Effectiveness Workshop**

" While you can think in terms of efficiency in dealing with time ,a principle -centered person thinks in terms of effectiveness in dealing with people ”.

– Stephen R Covey



Personal Effectiveness Workshop

Duration: 1 Day

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* Individual Contributors
* Supervisors
* Team Managers
* Employees of any department

Workshop Objectives

* Understanding Personal Effectiveness
* Building an attitude of Ownership & Accountability
* Impactful Communication
* Goal Setting
* Managing time & Prioritisation
* Being a team Player-Interpersonal Effectiveness



Workshop Outline

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| Day 1 | | |
| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30 – 10:15 AM | **What’s In It for Me**   * Workshop Intro & Agenda * Ground Rules * Icebreaker * Facilitator Intro * Participant Intro & Expectations |
| 2 | 10:15 -10:30 AM | **Pre-Training Assessment** |
| 3 | 10:30 -11:15 AM | **Understanding Personal Effectiveness**   * Personal Effectiveness * Benefits of Personal Effectiveness (Self + Organisation) * Building Personal Excellence (ASK)- Attitude, Skills, Knowledge) * Areas |
| 4 | 11:15- 11:30 AM | **First Tea Break** |
| 5 | 11:30- 12:15 PM | **Building an attitude of Ownership & Accountability**   * Accountability pathways * Circle of Control Vs Influence * Overcoming Blames & Excuses * Accountable & Unaccountable Behaviours * Accountability & Ownership Scenarios |
| 6 | 12:15 -1:15 PM | **Impactful Communication**   * Verbal Vs Non-verbal Communication * Types of Communication (Assertive, Aggressive & Passive) * Developing assertive style of communication * Building Empathetic communication |
| 7 | 1:15 - 2:00 PM | **Lunch Break** |
| 8 | 2:00 - 2:15 PM | **Energiser** |
| 9 | 2:15 - 3:00 PM | **Goal Setting**   * Benefits of Setting Goals * Goal setting Mistakes * Goal Setting exercise * Making your Goals SMART |
| 10 | 3:00 - 3:45 PM | **Managing time & Prioritisation**   * Time Management Facts * Task Prioritisation- Urgent & Important * Urgent Important matrix * Planning your day on Urgent Important Matrix |
| 11 | 3:45 - 4:15 PM | **Being a Team Player- Interpersonal Effectiveness**   * Understanding Interpersonal Effectiveness * Importance of the same- Individual & Organisation * Interpersonal Communication- Some Misconceptions * Ways to enhance Interpersonal skills |
| 12 | 4:15 - 4:30 PM | **Second Tea Break** |
| 13 | 4:30 – 4:45 PM | **Post-Training Assessment** |
| 14 | 4:45 – 5:00 PM | **Recap** |
| 15 | 5:00 – 5:30 PM | **Closing**   * Feedback forms * Q& A (If any) * Closing Video (If any) * Group Photo |

\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client. \*