

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