

Improve your Personal Effectiveness

-Référence: **IE-27**

-Durée: **3 Jours (21 Heures)**

Les objectifs de la formation

A qui s'adresse cette formation ?

POUR QUI :

-
- This training course has been designed for all managers who wish to be more Effective in the workplace and be a catalyst for change by applying proven methods.

Programme

- **Introduction**
 - Today our working environment involves greater interaction with others, often bringing in diverse know-how.
 - Knowing yourself, making the best of your assets, stimulating change, selling ideas, managing time wisely and using stress to your advantage are crucial.
 - Ultimately, being Effective is a matter of implementing methods and determination.
 -
- **Style and Attitude**
 - Change in attitude.
 - Perceived styles and their impact.
 - 3 contemporary components: authenticity, determination and openness.
 - Relation to power and examples.
 - Hands-on work Identifying your predominant style, perfecting other styles, how to deal with different situations and address individuals with different styles.
 - Exploring why your behaviour attracts aggression or resistance?
- **Self-Training**

- Principles of individual training.
- Must-have tools and resources.
- Valuable learning techniques.
- Hands-on work This second section covers training techniques for both knowledge and know-how.
- You will discover how our tools and methods can change your desire to achieve your goals.
- **Self-Motivation**
 - History of Motivation in the company.
 - Myths of individual and collective mobilisation.
 - Understanding your own motivation and its limits.
 - How self-motivation works.
 - Examples of professional and personal goals.
 - Exercise This third section sheds light on one of the most complex dimensions of Personal Efficiency and reminds us of the importance of using and developing our internal energy.
 - Participants are offered a pragmatic and operational approach, including case studies.
- **Stimulating Change**
 - Change, and the mechanisms to achieve successful change.
 - Examples of crisis and conflict.
 - What creates opposition and appropriate ways to solve it? Positive aspects of resistance and opposition.
 - Influence via change.
 - Hands-on work This fourth section highlights that chaos does not necessarily lead to immobility.
 - There is a way to prevent, manage, use and generate what seems like a crisis situation.
 - Case study analysis.
- **Selling Ideas**
 - Influencing, having an impact and selling your ideas.
 - Examples where getting buy-in is necessary.
 - 7 essential steps to selling your idea.
 - Hands-on and psychological preparation for selling ideas.
 - Exercise This fifth section offers participants the opportunity to address some of their own personal work challenges.
- **Managing Time Wisely**

Programme

- Analysis of effective time management.
 - Principles and rules of time management.
 - Time management tools.
 - Fast action plan for correcting time management.
 - Hands-on work This sixth section shows that taking effective action entails prioritising and setting out clear time schedules for yourself and others.
 - Participants will be given the opportunity to create their own time management strategy to be applied after this training session.
- **Using Stress**
 - Defining stress in the current economic climate.
 - Passion and Pleasure versus Challenge and Pressure.
 - Knowing your pace.
 - Energy and using it.
 - Stress management.
 - Exercise This last section deals with a central aspect of effectiveness: the relation between pleasure and energy in achieving professional success.
 - Participants are presented with concrete formulas.



(+212) 5 22 27 99 01



(+212) 6 60 10 42 56



Contact@skills-group.com

Nous sommes à votre disposition :
De Lun - Ven 09h00-18h00 et Sam 09H00 – 13H00

Angle bd Abdelmoumen et rue Soumaya, Résidence Shehrazade 3, 7ème étage N° 30
Casablanca 20340, Maroc