**FINANCIAL & BUSINESS ADVISORY ASSOCIATES**

Advisory\* Training\* Enterprise Development\*

MEMBER FIRM OF JCA INTERNATIONAL

In Association with the Manufacturers Association of Nigeria

***Personal Effectiveness: Understanding Your Workforce***

5th and 6th of May, 2016

Manufacturers Association of Nigeria

Main Secretariat, Km. 4, Ota-Idiroko Road,

Ota, Ogun State

**Financial & Business Advisory Services Associates**

**16 Udi Street**

**Osborne Foreshore Estate Ikoyi, Lagos**

##

# **1. PERSONAL EFFECTIVENESS: UNDERSTANDING YOUR WORKFORCE TRAINING**

## RATIONALE

Personal effectiveness is a measure of how well you perform and how well you can get others to perform for you.

Personal effectiveness improves as ability and skills set improves.

This Personal Effectiveness training course is designed for those who seek to further develop the key skills and techniques needed to build personal impact, influence and effectiveness in dealings with others.

Participants at this training will get a better sense of importance, optimize focus and improve workflow in order to achieve more value**.**

If you want to learn how to get the best performance from yourself and more cooperation from others, then you will really like this course.

##

## OBJECTIVES/ LEARNING OUTCOME

At the end of this training, participants will be able to;

* Analyze their current effectiveness in terms of time and priority management.
* Identify appropriate situations and techniques for assertive communication.
* Confidently deal with conflict situations and ‘difficult’ people.
* Consider the most appropriate Influencing style(s) to achieve positive results.
* Recognize the factors that contribute to building personal profile and impact.
* Develop a personal action plan to enhance personal effectiveness at work.

## TRAINING OUTLINE

* Good work ethics and attitudes
* Workplace Etiquette
* Understanding inter-personal skills
* Effective communication and human relations
* Understanding workplace conflict
* Understanding and improving workplace productivity.

# **METHODOLOGY**

In order to ensure true experiential learning, our methodology shall entail the use of the following;

• Presentations

• Visuals

• Videos

• Group Exercises

• Role Play

Feedback will also be sought to measure performance and in order to improve on the program and serve you better.

These shall be by;

• Administering tests on the participants to measure level of understanding at the end of the class room session

• Administering questionnaires on participants in order to take in their comments at the end of the class room session

• Administering questionnaires on supervisors 90 days after the end of the class room session to measure the improvements on the job

# **TRAINING LOCATION, DURATION & FEE**

**Location**

****The training shall take place in the following location;

 Manufacturers Association of Nigeria

 Main Secretariat

 Km. 4, Ota-Idiroko Road,

 Ota, Ogun State

**Duration & Time**

****The Personal Effectiveness for Managers is designed to run for 2 days.

5th and 6th of May, 2016

**Pricing**

Our fees are NGN40, 000.00 per participant for MAN members and NGN50, 000 for non-member

The fee shall cover course materials and refreshments.