

Personal Effectiveness Training Proposal

People, Passion, Possibility.



A Training Plan For Your Organisation

The purpose of the training is to initiate a process of rapid improvement by means of achieving a shared understanding of the correct principles of personal effectiveness across the whole spectrum of the organisation. An attitude of “whatever is convenient” would not accomplish very much. An “attitude of whatever it takes” is impossible to stop.

Learning Objectives

- To facilitate innovative and detailed written plan of action that will achieve the goal in the most efficient manner possible.
- To know how to juggle commitments without feeling overwhelmed.
- To recognize how to develop excellent communication skills and adopt the use of accurate language.
- To understand how to effectively inspire and motivate other people (leadership qualities).
- To develop rational conflict handling skills.
- To understand how to effectively inspire and motivate self (personal management).

Modules

Day 1 - Personal Effectiveness and Management Training

- Getting the best out of yourself and others.
- The First Quality of Personal Effectiveness - Clarity and Purpose.
- The Second Quality of Personal Effectiveness - Clear Communication.
- Handling Difficult People.

Day 2 - Time Management and Personal Effectiveness

- Four Types of Activity.
- Handling The Three Time Wasters.
- Prioritization and Delegation.
- Inspiring Yourself and Others.
- The EDISON Success Formula.

When Will The Training Take Place?

Stream 1: February 21st – 22nd, 2019.

Stream 2: March 21st -22nd, 2019.

Stream 3: April 25th -26th, 2019.

Where is the Training Location?

Business World Conference and Training Room.
Allen Ikeja, Lagos.

Bespoke Solutions

We can also offer bespoke designs by working in partnership with you to develop bespoke solutions that will incorporate your unique structure in order to create custom solutions for your organisation's specific needs.

Target Audience

- New employees.
- Newly promoted supervisors and managers.
- Employee in administration and support roles.
- Anyone interested in leadership and effectiveness training.



Registration and Booking

For further enquiries on this training program and other programs we offer, kindly contact Oluwaseyi Simon or Rita Babalola on 09098918958 or 08162970699 respectively.

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Thank you.

A more detailed course outline can be sent to you upon request.