

Personal Effectiveness

Duration: 1 Day

Introduction

- What is Personal Effectiveness?

Planning

- Where am I now?
- Defining Success
- Assessing the Risk
- Commitment
- Goal Setting
- Goal Achievement

Taking Action

- Managing Change
- Reaching Your Goal

Receiving Feedback

- Accepting
- Consequences of Ignoring

Learning from Feedback

- Things Go Wrong
- Things Go Right

Persistence

- Importance of Persistence
- Famous Failures

Success

- Methods to aid you to being personally effective
- Where to next?