

Personal Skills for Professional Excellence

2 Day highly Interactive Workshop

Suitable for

Those who want to increase their productivity and effectiveness, gain greater self-awareness, build their professional reputation and credibility, and work successfully with a range of people.

Course Description

You will gain a comprehensive set of skills that helps you stay focused, work effectively with colleagues, develop your networks and expertise, and build your reputation for delivering results. This course gives you the skills and tools you need to handle everyday practical problems.

Course Outcomes

- Apply proven skills to stay focused, work effectively and develop your networks and expertise
- Get results working with different and difficult personality types
- Maintain focus in pressure situations
- Build and leverage your professional reputation
- Work productively within your organization's political environment

Course Content

INTRODUCTION

- Key characteristics of professional people
- The components of personal effectiveness

REALIZING YOUR STRENGTHS AND FULFILLING YOUR POTENTIAL

A. Evaluating your aptitudes, personal style and development areas

- Applying the Multiple Intelligences Model
- Profiling your preferred personal style(s)
- Uncovering the talent paradox

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B. Working to your strengths

- Assessing natural talents and personal values
- The influence of intelligences on personality
- Recognizing the effects of personal styles

BUILDING YOUR PROFESSIONAL EFFECTIVENESS

A. The core elements of professional excellence

- The three Rs of personal effectiveness
- Operating with ethics and integrity

B. Developing your professional power

- Recognizing the source of your personal power
- Adopting a proactive approach to building your power

WORKING PRODUCTIVELY WITH OTHERS

A. Enhancing your thinking tool set

- Revealing limiting beliefs and personal restrictors
- The dynamics of human interactions
- Enhancing your emotional intelligence

B. Interpreting behavior and language to understand motives and intentions

- The importance of difference in productive working
- Building effective mental models
- Managing different personal styles

ACHIEVING RESULTS IN PRESSURE SITUATIONS

A. Working together to get results

- Identifying important players in your work environment
- Working with difficult coworkers
- Countering corporate game-playing

B. Making meetings work for you

- Keeping your meetings constructive and professional
- Taking personal styles into account during meetings
- Adopting a collaborative approach

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BUILDING YOUR PROFESSIONAL REPUTATION

A. Amplifying your effectiveness by networking

- Reaping the benefits of networking for purpose
- Enhancing your personal influence
- Building and managing your networks proactively
- Crafting your personal brand

B. Demonstrating political intelligence

- Assessing your level of political intelligence
- Being political with integrity
- Navigating the power and politics in your organization

C. Managing disagreement productively

- Being assertive without aggression
- Defusing disagreement with active listening
- Dealing with more serious disagreement

CREATING THE RESULTS YOU WANT

A. Harnessing the power of positive psychology

- Seeing stress as a gift
- Building short-term coping mechanisms
- Developing mental toughness

B. Assembling a personal success strategy

- Aligning strengths and purpose
- Finding balance with the Wheel of Life
- Choosing to become the best that you can be

SETTING THE FRAMEWORK FOR SUCCESS

A. Choosing your personal and professional future

- Learning from successes and setbacks to build excellence
- Creating big picture goals
- Addressing resistance and established patterns

B. Committing to action

- Crafting your blueprint for professional effectiveness
- Addressing the journey to excellence continuum
- Presenting your personal statement of commitment

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