

## Personal Skills for Professional Excellence - 4 Days

### *Course 297 Overview*

#### **You Will Learn How To**

- Achieve maximum productivity and effectiveness in your organization
- Get results working with different and difficult personality types
- Maintain focus in pressure situations
- Build and leverage your professional reputation
- Work productively within the political environment of your organization
- Align your strengths and purpose to achieve results in work and life

#### **Course Benefits**

Today's organizations place great emphasis on personal responsibility and initiative. Managing yourself effectively and working productively with others is critical to both your professional success and the success of your organization. In this course, you gain a comprehensive and proven set of professional skills that helps you stay focused, work effectively with colleagues, develop your networks and expertise, and build your reputation for delivering results.

#### **Who Should Attend**

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

#### **Workshop Course**

Extensive, practical workshops and exercises, conducted in small groups, focus on learning techniques to achieve your professional goals. Workshops include:

- Defining the characteristics of professional behaviour
- Evaluating your strengths and style
- Linking ethics, integrity and costs
- Developing teamwork skills in a simulated situation
- Building productive work relationships
- Identifying key players in your work environment
- Constructing a personal blueprint for excellence and success
- Presenting a high-impact message of commitment

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### Course 297 Outline

#### Introduction

- Key characteristics of professional people
- What do we mean by effective?
- The components of personal effectiveness

#### Realizing Your Strengths and Fulfilling Your Potential

##### Evaluating your aptitudes, styles and potential growth areas

- Applying the Multiple Intelligences Model
- Compiling a personal strengths inventory
- Uncovering the talent paradox

##### 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

##### The core elements of professional excellence

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

##### Developing your professional power

- Acknowledging and building your personal power
- Analyzing sources of professional authority

#### Working Productively with Others

##### Enhancing your thinking tool set

- Revealing limiting mental frameworks
- The dynamics of human interactions
- Enhancing your emotional intelligence

##### Interpreting behaviour and language to understand motives and intentions

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

#### Achieving Results in Pressure Situations

##### Working together to get results

- Identifying important players in your work environment
- Working with difficult coworkers
- Countering corporate game playing
- Building productive relationships with upper management

#### Making meetings work for you

- Determining when a meeting is needed
- Keeping your meetings constructive and professional
- Taking personal styles into account during meetings
- Managing disagreement productively

#### Building Your Professional Reputation

##### Amplifying your effectiveness by networking

- The benefits of networking
- Enhancing your influence
- Building and managing your networks proactively

##### Demonstrating political intelligence

- Recognizing the extent of your political savvy
- Being political with integrity
- Prioritizing key areas for skills development

##### Managing disagreement productively

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

#### Making Your Point with Confidence and Impact

##### Secrets of successful proposal writing

- Presenting information effectively
- Researching and gathering data
- Structuring the proposal or presentation

##### Matching your presentation approach to audience needs and moods

- Choosing and using the right medium
- Adopting simple techniques to enhance your presentation

#### Creating the Results You Want

##### Assembling a personal success strategy

- Aligning strengths and purpose
- Choosing your professional and personal future
- Finding balance with the Wheel of Life

##### Harnessing the power of positive psychology

- Dealing with workplace stressors and handling pressure
- Developing mental toughness
- Learning from successes and failures to build excellence

#### Committing to action

- Creating a personal formula for professional effectiveness
- Presenting your personal statement of commitment