



Personal Effectiveness Training Program

Program Overview

In today's fast-paced workplace, personal effectiveness is key to achieving success and fulfillment in both professional and personal life. The Personal Effectiveness Training Program is designed to empower individuals with essential skills and strategies to maximize productivity, enhance time management, improve communication, and foster a growth mindset. Participants will learn practical approaches to work more efficiently, manage stress, and build resilience—ensuring they bring their best selves to every challenge.

Program Objectives

Upon completing this program, participants will:

- Gain insights into personal productivity, time management, and prioritization.
- Develop strategies for clear communication and relationship building.
- Enhance their resilience, adaptability, and problem-solving skills.
- Build self-awareness and emotional intelligence to strengthen interpersonal interactions.
- Set achievable goals for continuous personal and professional growth.

Who Should Attend

This program is ideal for:

- Professionals seeking to enhance their personal productivity and effectiveness.
- Managers and team leaders looking to improve time management and prioritize goals.
- Individuals interested in improving communication, stress management, and resilience.
- Anyone aiming to foster a mindset of continuous growth and improvement.

Program Content

Module 1: Foundations of Personal Effectiveness

- Defining personal effectiveness and its impact on success
- Understanding core values, strengths, and areas for improvement
- Setting clear and actionable personal and professional goals

Module 2: Time Management and Prioritization

- Techniques for prioritizing tasks and setting achievable deadlines
- Time management tools, including planners, calendars, and digital apps
- Minimizing distractions and overcoming procrastination

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Module 3: Communication and Interpersonal Skills

- Developing active listening and clear communication skills
- Building empathy and understanding in interactions
- Techniques for assertive communication and setting boundaries

Module 4: Emotional Intelligence and Self-Awareness

- Recognizing and managing emotions to build resilience
- Self-reflection techniques to enhance self-awareness and adaptability
- Developing empathy and understanding in both personal and professional settings

Module 5: Problem-Solving and Decision-Making

- Identifying and analyzing problems with a proactive approach
- Tools for making informed and balanced decisions
- Strategies for creative problem-solving and thinking outside the box

Module 6: Stress Management and Resilience

- Understanding the sources of stress and its impact on performance
- Techniques for managing stress and building emotional resilience
- Creating a personal well-being plan to maintain a healthy work-life balance

Module 7: Continuous Growth and Personal Development

- Setting long-term goals and building a growth mindset
- Embracing feedback and self-improvement for personal growth
- Maintaining motivation and tracking progress toward personal effectiveness

Delivery Format

The program is offered in multiple formats for flexibility:

In-Person Workshop: A hands-on, interactive session held on-site with group activities and personalized feedback.

Virtual Live Sessions: Instructor-led online sessions, allowing for real-time engagement, discussions, and collaborative exercises.

Self-Paced Online Modules: E-learning modules available for participants to complete at their convenience.

Course Materials

Participants will receive:

- A comprehensive workbook covering each module with exercises and assessments.
- Access to time management, goal-setting, and self-reflection templates.
- Additional resources, including recommended readings and personal effectiveness tools.
- Practical guides for implementing personal effectiveness techniques in daily life.

Program Duration

- In-Person Workshop: 2-day intensive workshop.
- Virtual Live Sessions: 2-day program
- Self-Paced Online Modules: 2-month access to complete the course at your own pace.

Certification

Upon successful completion, participants will receive a Certificate in Personal Effectiveness, acknowledging their commitment to self-improvement and mastery of essential skills for personal and professional growth.

Enrollment and Fees

Program Fee: NGN575,000 per participant (In-Person and Virtual Live Sessions) | NGN385,925 (Self-Paced Online Modules)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114
