



PERSONAL EFFECTIVENESS FOR PERFORMANCE AT WORK

oleh Malar
MBA (UUM)

OVERVIEW

As both work activities and organisation structures change rapidly, the need for each of us to work at the peak of our effectiveness has increased. This two-day programme will help you understand your own personal working styles and how it impact on others. Look at ways to improve your professional and personal potential by making positive changes and developing and managing yourself better.

OBJECTIVES

- ✚ Identify your personal styles and your impact on others
- ✚ List your key goals and identify steps to achieve them
- ✚ Analyse different strategies to deal positively with others and build effective working relationships
- ✚ Use practical methods to reduce stress (in yourself and others)
- ✚ Use different techniques to increase your self-confidence
- ✚ Produce a plan for continuing self-development

WHO SHOULD ATTEND?

For anyone who wants to improve their overall effectiveness at work by enhancing relationships, increasing confidence and managing stress. The programme will be particularly helpful to those taking on new roles and responsibilities or those who want to make changes in their working lives.

- ✚ Module 1: Personal Effectiveness
- ✚ Module 2: Visions – Identifying Individual Goals
- ✚ Module 3: Interaction – Working Confidently with Others
- ✚ Module 4: Toughness – Maintaining Effectiveness in Difficult Situations
- ✚ Module 5: Achievement – Moving Forward with Confidence
- ✚ Module 6: Learning – Continuous Development
- ✚ Module 7: Skills Needed for Improving Personal Effectiveness
- ✚ Module 8: Know Yourself, Your Limitation
- ✚ Module 9: Peak Performance Path

WORKSHOP OUTLINE

If you have any enquiries, please contact
+60 (3) 56213630 or
email: info@comfori.com

SBL CLAIMABLE



MINISTRY OF FINANCE
MCF No. 331-000040-0

