



Personal Effectiveness Course

With this training course in personal effectiveness, you'll discover how to lead with confidence, manage with impact and master your productivity. Increase your influence in the workplace with this [personal effectiveness training course](#)..

What You'll Learn

During this course in personal effectiveness, managers and leaders will learn:

- Managing with Impact!
- The Secrets of Emotional Intelligence
- How To Influence
- Reveal the Needs of Others
- Be More Productive by Prioritising Effectively
- How to Develop Your Assertiveness

From "how do I sell my ideas?" to proven techniques that build your impact and influence, to practical exercises which improve your time management. Each activity is included to develop and improve your personal effectiveness.

Following this course, you will have the tools to better your productivity, become more confident and influential and know how to communicate with confidence!

"What great days! As a team it was great spending quality time together and made you feel you were a part of something bigger." Leader, Synergy Partnership

"I have received feedback from everyone who attended. All said they would highly recommend it and found it very useful. Everyone also mentioned that the trainer was excellent!" Office Manager, The Hub

Your Personal Effectiveness Training Activities

Classroom exercises on how to improve your personal productivity and influence in the workplace. Practical and engaging elements to practice [core leadership skills](#) and develop key learning points, led by a professional facilitator.

Introduction: The Productive Manager

An understanding of what personal effectiveness looks like including feedback from the pre-learning.

Emotional Intelligence 1: Awareness of Self

Participants explore what causes meetings to be ineffective and how to manage this. Staff learn five themes that support facilitators when managing group meetings.

Emotional Intelligence 2: How We Impact Others

A fun exercise which raises awareness of how we impact others. Importantly, managers explore how to manage this effectively to the benefit of themselves and those around them.

Leading With Influence: Demonstrating Personal Impact at Work

Managers learn how to uncover the needs of others and develop a plan to positively impact and influence the behaviour of their work colleagues.

Effective Time Management: Prioritising Your Time and Tasks

A valuable training activity in prioritising a complex number of tasks. Managers learn how to achieve maximum productivity from the time that they have available.

Conflict Resolution Activity: 5 Approaches to Managing Conflict

You will learn five key strategies for managing conflict in the workplace. Managers will explore different approaches to take through the use of common workplace scenarios.

Developing Assertiveness: Enhancing Your Ability To Get Things Done

Managers learn how they can further improve their impact by developing their assertiveness when making requests of others.