

The World Leader in Developing Self Managers

PERSONAL EFFECTIVENESS

SELF AWARENESS & SELF DEVELOPMENT

Full Program



Personal Accountability & Responsibility

INTRODUCTION

- Current Role & Responsibilities
- Personal & Professional Growth Plans
- Lifestyle Plan

PERSONAL EFFECTIVENESS TOOL KIT:

- Definitions
- The Six Principles of Personal Effectiveness
- The Performance Equation
- The Effort Grid
- The Results Grid

PERSONAL EFFECTIVENESS MODELS

- Self Confidence - Building on Strengths
- Skill Development
- Expectations & Performance
- Habit Building - Reinforcement & Motivation
- Self Commitment (SC Continuum)

SELF AWARENESS:

- Inherent Strengths (Profile)
- Competency Map - Self Assessment

LEARN IT - DO IT - MAKE IT A HABIT

SUSTAINABILITY - HABIT SELF MANAGEMENT - MAKING HABITS HABITUAL

- Attitudinal Habits
- Attitude Management (Building New Habits)
- Behavioral Habits (Effort)
- Self Management by Effort (MBE)
- Self Management Process
 - STEP 1: Select the Attitudes & Behaviors
 - STEP 2: Establish Admission Ticket
 - STEP 3: Make & Keep Commitments
 - STEP 4: Reinforce & Self Reinforce (Make it Habitual)
 - STEP 5: Evaluate Effectiveness & Identify Growth Opportunities

MANAGE THE OPPORTUNITY (ENVIRONMENT & CAREER)

- Assessing the Opportunity (Controllables)
- Career Pathing Model
- Proactive Career Self Management (Self Promotion)

LIFESTYLE CONSIDERATIONS - PERSONAL & PROFESSIONAL LONGEVITY UNDER STRESS

- Maximize ROE
- The 'DELI' Approach
 - Discover Sources of Stress
 - Evaluate Sources
 - Learn New Coping Strategies
 - Implement (Make a Habit)
- Commitment Areas & Satisfaction
- Develop Your Lifestyle Plan - Improve the Quality of Your Life

SUMMARY & CONCLUSIONS

- Personal & Professional Summary
 - The Performance Equation Summary
 - Self Confidence Summary
- Personal & Professional Action Plan

LEARN IT - DO IT - MAKE IT A HABIT