



Course Introduction:

Working in today's dynamic environment is increasingly challenging. Managing yourself effectively and working productively with others is critical to your professional success.

In this course, you gain a comprehensive and proven set of professional skills that help you stay focused, work effectively with colleagues, develop your networks and expertise, and build your reputation for delivering results.

Course Objectives:

- Apply proven skills to stay focused, work effectively and develop your networks and expertise
- Maintain focus in pressure situations
- Achieve maximum productivity and effectiveness in your organization
- Build and leverage your professional reputation
- Get results working with different and difficult personality types
- Work productively within the political environment of your organization
- Build and present persuasive proposals
- Make a balanced choice between professional and personal commitments

Who Should Attend?

Everybody involved in working with people, projects or information. It benefits those taking on responsibility for the first time as well as experienced managers who want to maximize their personal effectiveness.

Course Outline:

INTRODUCTION

- What professionalism really means
- 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

- The core elements of professional excellence
- The three Rs of effectiveness
- Building your professional reputation
- Developing your professional power
- Analyzing sources of professional authority
- Strategies for building influence
- Managing yourself effectively
- Setting goals to maintain focus
- The secret of productive relaxation
- Scheduling your time effectively
- A healthy balance of work and play
- Maximizing your attention to tasks

ENHANCING YOUR THINKING TOOLSET

- Understanding thinking processes
- Refining your mental models
- Revealing limiting mental frameworks
- The core of interpersonal effectiveness
- Recognizing the core process of human interaction
- Enhancing your emotional intelligence
- Analyzing language to identify and understand motives and intentions

ACHIEVING RESULTS IN PRESSURE SITUATIONS

- Working productively with colleagues
- Identifying important players in your work environment
- Working with difficult coworkers
- Handling corporate game playing
- Being assertive without aggression
- Building productive relationships with upper management
- Making meetings work for you
- Determining when a meeting is needed
- Keeping your meetings productive and professional
- Managing stress productively
- Effective stress management techniques
- Positive vs. negative stress

BUILDING YOUR PROFESSIONAL REPUTATION

- Amplifying your effectiveness by networking
- The benefits of networking

- Networking dos and don'ts
- Contributing to physical and virtual networks
- Constructing an effective political approach
- Why being political is necessary
- Countering political manipulation
- Being political with integrity

PREPARING AND PRESENTING WINNING PROPOSALS

- Secrets of successful proposal writing
- Identifying what your audience needs
- The psychology of successful proposals
- Structuring your points in a logical and compelling order
- Compiling an effective business case
- Identifying your true target
- Distinguishing hard and soft benefits
- Presenting your proposal
- Selecting the best medium for messages
- Matching your presentation approach to audience needs and mood

CREATING THE RESULTS YOU WANT

- Assembling a personal success strategy
- Mapping and evaluating your situation
- Identifying your long-term choices and goals
- Achieving balance among the five components of life
- Controlling your work environment
- Why desks get cluttered--and how to solve this
- Handling interruptions and time wasters
- Analyzing the choke points in your personal processes
- Reducing e-mail domination

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session