

PERSONAL EFFECTIVENESS

Duration: 2 days

Course Aim: To increase the personal capacity of participants enabling them to engage effectively and creatively with their work.

At the end of this course, participants will:

- Have increased awareness of their own personal qualities and resources;
- Have increased understanding of their role in the workplace in relationship to others;
- Have increased skills in listening and communication;
- Recognise stress in their lives;
- Be able to develop strategies to deal with stressors;
- Have learnt how to use these strategies in an effective and creative way;
- Have understanding of the changing societal context and the challenges for the workplace.

Course Content:

- Connecting with self and others;
- Listening skills;
- Self and other awareness;
- Elements of personal effectiveness and well being;
- Stress Management;
- Stress: how to recognise it in yourself and identify risk factors;
- Strategies for dealing with stress: short term and long term;
- Time management;
- Personal Effectiveness;
- Assertiveness skills: clear effective communication;
- Using assertiveness: setting boundaries and skills practice;

- Personal Action Plan: where do I go from here? Identifying specific areas in one's own life for goals setting.

Who should attend? This course is open to all those in employment and those working in the home, who seek to become more resourceful.