Introduction

Developing personal effectiveness is a cornerstone of achieving professional development and excellence in the corporate world. As S. N. Bremer once stated, *“Self-mastery is the most important task for human development.”* This course delves into the essence of personal effectiveness, personal skills training, and personal productivity. Its goal is to cultivate a disciplined, proactive, and positive mindset. By adopting a holistic approach to personality development and communication skills, participants will learn to maximize their potential in both personal and professional settings.

What is Personal Effectiveness?

Personal effectiveness is a measure of one’s ability to set and achieve goals, manage time and resources, and communicate with clarity and impact. This course illuminates various dimensions of personal effectiveness, integrating personal efficiency, leadership development, and effective communication to promote professional growth.

Targeted Groups

This course is designed for:

- **Managers, Supervisors, and Team Leaders**
- **Employees across all departments and employee levels**

Course Objectives

By the end of this comprehensive course on personal effectiveness, participants will be able to:

- Develop **personal effectiveness** skills essential in today’s global economy.
- Integrate empowerment and personal effectiveness into achieving excellence in all areas of personal and professional life.
- Understand the significance and importance of **personal effectiveness** for professional development.
- Equip themselves with **personal effectiveness training** to maximize potential, develop positive habits, and increase personal efficiency and productivity.
- Understand and control the **six basic psychological needs** of humans.
- Improve their ability to **work effectively**, understand work dynamics, and enhance **effectiveness at work**.

Targeted Competencies

Participants will gain the following competencies:

- Directing **conscious and subconscious** mind for personal development.
- Overcoming **negative thinking** and restrictive past experiences.
- Developing an **improved self-image** and increased personal confidence.

- Practicing **daily discipline** and motivation for personal growth.
- Speaking **positive and encouraging** words to build personal effectiveness.
- Showing **increased appreciation** to others for better interpersonal relationships.
- Developing a **proactive consciousness** and a **positive mental attitude**.

Course Content

Unit 1: Mind Empowerment

- Understand the word **“think”** and how thought precedes all action.
- Explore the power of your **conscious and subconscious** mind.
- Realize the **power of imagination** and **teleological thinking**.
- Learn how to replace disempowering thoughts and develop a disciplined character.
- Apply the **Replacement Principle** to reshape negative thinking.
- Understand how to create a **disciplined character**.

Unit 2: Self-Image Empowerment

- Explore how your **self-image** affects your personal and professional life.
- Learn techniques to overcome a **low self-image** and build self-esteem.
- Understand how your **self-image** and perspective influence your emotional responses and circumstances.
- Realize the power of choice in shaping your self-image and how to build **healthy self-esteem**.

Unit 3: Attitude Empowerment

- Learn about the **85% x 15% attitude** success factor and how it impacts personal effectiveness.
- Discover techniques for maintaining the right **attitude** and developing a disciplined character.
- Understand the importance of associating with positive and growing individuals for **leadership development**.

Unit 4: Word Empowerment

- Understand the power of **words** and their ability to build or destroy.
- Learn how to use words for **positive empowerment** and making wise decisions.
- Recognize how your words impact others and how to use them for constructive purposes.

Unit 5: Appreciation Empowerment

- Delve into the psychological need for **appreciation** and its significance.
- Learn techniques for expressing **appreciation** in the workplace and in your life.
- Understand how expressing gratitude and appreciation strengthens relationships and boosts personal effectiveness.

Unit 6: Motivation Empowerment

- Understand the meaning of **motivation** and its role in personal effectiveness.
- Learn how motivation impacts your physical well-being and productivity.
- Discover techniques for maintaining a **motivated** and **proactive** lifestyle.
- Identify what motivates you and others, and explore how to cultivate **action-oriented** behavior.

Conclusion

This course provides a comprehensive guide to developing **personal effectiveness**, focusing on various key aspects such as **personal skills training**, **communication skills**, **personal productivity**, and **leadership development**. By enhancing your effectiveness in both personal and professional settings, you will be equipped with the tools needed to excel. Join us on this transformative journey to becoming a more effective and empowered individual.