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Personal Effectiveness



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Personal Effectiveness Workshop

Personal Effectiveness is a powerful program that provides participants with tools and means to navigate their life from self mastery to collaboration with others to achieve life goals, work life balance, managing stress, staying healthy, maintaining healthy relationships and most importantly to be successful. Our program has three powerful interlinking facets for living life in an effective manner. The “Personal Self Development” facet guides participants to do the basics right and charge their lives with meaningful life goals and gaining control of where they are headed. The “Interpersonal Effectiveness” facet provides valuable insights into succeeding with others. It provides a road map for effective communication, maintaining relationships, establishing credibility and staying with a committed focus, effective management of time and resolving conflicts with a bias to achieve more. The third often neglected, but very important facet is “Effectiveness Continuity Plan”. A focused approach to continuity ensures improving our lives on a continuous basis.

Aims/Objectives:

- To orient participants towards the three facets of personal effectiveness vis-à-vis Personal Self Development, Interpersonal Effectiveness and Continuity.
- To help participants in understanding the means to get the basic rights by understanding self, developing a direction to their lives, understanding and building self motivation, gaining self control and developing a winning attitude.
- To facilitate participants in setting their life goals by re-imagining their aspirations and backing them with competencies.
- To train participants on how they should brand themselves to be recognised by the outside world.
- To make participants understand the foundational aspects of effective interpersonal skills. Participants will be taken through the powerful influences of mind in the way we perceive people, things and objects and the way we understand them. Participants will also appreciate the usefulness of tactics in expressing oneself in an effective manner.
- To assist participants in realising the importance of collaboration in the work-life and how they should build credibility and demonstrate commitment to achieve more.

- To sensitise participants about the need of prioritising the goals and objectives for their timely completion. Participants will be made aware of finding time to create value.
- To train participants to understand others and resolve conflicts in a manner that best serves their interests of all parties.
- To sensitise participants about the need of continuously reviewing the progress one makes and also the important need to find time to take care of their healthy and stay fit.

Workplace Outcomes

- Participants will know themselves and what motivates them in life.
- Participants will write their “Life Goals.”
- Participants will communicate with others in an effective manner.
- Participants will demonstrate team skills that build collaborative teams.
- Participants demonstrate ethical behaviour that creates a positive environment and inspire others.
- Participants will manage time to create value and do important things.
- Participants will resolve conflicts with a focus to achieve more and benefit all parties.
- Participants will continuously practice the three facets of Personal Effectiveness and also practice the continuity plan.

Duration: Client can choose 1 day or 2 days program

Methodology:

Role plays, Simulation games, Administration of Learning Style Questionnaire, Presentations.

Participants:

Managers, Senior Managers, Department Heads, CXO's