

RAISING PERSONAL EFFECTIVENESS



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Do you want to understand yourself and the day-to-day choices you make that impact your accomplishments and interactions with others; acquire skills for improving confidence, team building, and communication; achieve goals that will result in growth, change, and increased effectiveness? Successful management, leadership and employee development require the basic skill sets taught in this DOOR training program.

Observable behaviors depend on internal attitudes and perceptions. Before people can effectively manage their interactions with others, they must practice self-management. This DOOR training program is not designed to teach rote behaviors, but how our thought processes work and how we can consciously use those processes to produce behaviors that will get the results we want or need. The training content is presented in a sequence to promote personal change and development. It begins with awareness of self (values and self-image) and moves toward awareness of others (behavioral styles) and skills and attitudes required to interact effectively with others.

TARGET GROUP

This training is open to all who want to raise their personal effectiveness.

TOPICS

- Defining interpersonal effectiveness
- Creating an effective mindset
- Communicating with style and improving communications
- Assertiveness
- Self-Responsibility
- Accountability
- Achieving goals

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APPROACH

The trainer evaluates how you already work, e.g. interpersonal and communication skills, and will then assess what you do well, what limits your effectiveness, and what needs to change. From this objective standpoint, you and your trainer will create and implement a strategy to change the way you work. People learn by experience and must feel successful in the learning environment or they are unlikely to try a new skill in the real world.

DURATION

One day.

TRAINING OBJECTIVES

- Understand the skills and behaviors necessary for interpersonal effectiveness
- Achieve greater clarity when communicating
- Improve your listening skills
- Achieve greater success by practicing personal accountability
- Recognize the importance of assertiveness for communicating effectively
- Recognize how learning from your experiences and applying that understanding in your life is the key to raising your interpersonal effectiveness

DOOR TO THE FUTURE: FOLLOW UP COURSES

Various training courses from your personal DOOR development program.