

LEAD SELF

#Learn.Achieve.Sustain

PROGRAMME OUTLINES

Develop personal image, goals and effectiveness

- Clarify a mental picture of yourself
- 5 Tactics to change behaviours
- Putting visualisation and affirmation to work
- How the goal setting process works
- Benefits of goal setting
- 20/80 principles of effectiveness

Critical Thinking, Problem Solving and Making Decisions

- Understanding what is critical thinking
- 5 tips to improve critical thinking skills
- When to apply critical thinking
- Apply DASIE method to problem solving
- Keys to effective decision making

Time & Priorities Management

- Identifying high impact activities
- Setting priorities for each day
- Maintain focus and limit interruptions
- 4 steps to handling e-mails effectively
- Setting up an efficient work environment
- Timeboxing your day

Emotional Intelligence & Growth Mindset

- Understanding the fundamentals of emotional intelligence
- Applying emotional intelligence for better relationships
- Understanding what is growth mindset and its benefits
- Keys to developing a growth mindset

Communication Skills, Adapting to Personalities

- The role of empathy in communication
- How behavior affects communication
- 3 keys to better communication
- 4 personality types and how to communicate with them

Accountabilities of decision makers in a VUCA world

- Defining VUCA and its implications
- Understanding the impact of a VUCA world on decision making
- Identifying key accountabilities of decision makers in a VUCA world
- Building accountability into decision making progress
- Case study and best practices