



Managing Yourself & Personal Effectiveness Training Course

About This Course

Managing Yourself & Personal Effectiveness Training Course



Do you want to know how to build self confidence, become more efficient and achieve the things that you set out to achieve?



Our Managing Yourself and Personal Effectiveness Training Course will provide you with a range of tools that will help you to achieve more. It will help you to make more time to do the things you want, help you to build confidence and overall become more personally effective. We will introduce you to a range of skills and techniques as well as challenge you to think differently about how you currently do things.

This Managing Yourself and Personal Effectiveness training course is delivered as a scheduled open online training course or in-house just for your business.

We deliver the course as a face to face course and a live virtual online course.

The Course Aim & Objectives

Here's what you will learn on our Managing Yourself & Personal Effectiveness course



Course Aim

This Managing Yourself and Personal Effectiveness training course will show you how to build self confidence, manage yourself more effectively, become more efficient and achieve the things that you set out to achieve.

Course Objectives

By attending this Managing Yourself and Personal Effectiveness Training Course you will:

- Understand what personal effectiveness is and its benefits
- Know what your personal strengths and areas for development are
- Be able to communicate more effectively and efficiently with others and have the confidence to sell yourself when you need to
- Know how to set clear goals and objectives and build an effective plan to achieve them
- Be able to self-motivate yourself when required and deal confidently with set backs
- Have a range of techniques to become more efficient such as how to prioritise tasks and manage your time more effectively

The Course Content

Here's what we cover in our Managing Yourself & Personal Effectiveness course



What is Managing Yourself and Personal Effectiveness?

- What is meant by the term personal effectiveness?
- What are the characteristics of a personally effective person?
- How personally effective are you now and what are the things you need to do more of

Communicating Clearly and Assertively

- How your current communication style may be perceived by others
- Controlling your reactions and ensuring a controlled reactions in all situations
- How to recognise when you are becoming angry, scared etc and how to regain control
- Appearing Assertive and confident when you are required to be

Goal Setting and Planning

- How to identify what your goals and objectives are
- Building a plan that pushes you to achieve your goals and objectives
- Building a personal development plan that pushes you to gain the skills and knowledge you need to succeed

Self-Motivation

- How to identify your individual motivators and de-motivators
- Changing your mind set to a more positive one
- Applying the motivators to yourself to generate self-motivation
- How to deal confidently and efficiently with setbacks

Time Management and Delegation

- Listing and effectively prioritising the tasks that you have to complete
- Maintaining control of the things you have to do
- Skills and Tactics to deal with challenging and negative people that steal your time

Delivery Options

How we deliver our Managing Yourself & Personal Effectiveness course



Open Training Course

Delivered online as a scheduled open training course

£215.00 + VAT / €239.00

Price per delegate.



In-House

Delivered at your business location or a location of your choice anywhere in the UK, Ireland, across Europe or online.

We can adapt the course content to meet your specific needs and those of your team.

Contact us for a quote.

Open Training Course

Attend our scheduled online training course



We deliver our Managing Yourself and Personal Effectiveness training course as an online scheduled open training course.

Perfect for when there is just you, one of your colleagues or a small group of you that would like to attend the course.

Our scheduled courses run on a regular basis and are delivered via Zoom.

You will find them just as engaging and interactive as our in-person training course.

See the course page on our website for more details and the course schedule.



In-House Delivery

Train your team. Train your entire company



We can deliver our Managing Yourself and Personal Effectiveness training course just for your team or organisation.

1

Start with an off-the shelf course

We'll use the content in the overview as a starting point

2

Understanding your needs

We'll work with you to agree what outcomes you want from the course

3

Making it yours

We will shape the content to ensure the course meets your requirements

4

Delivering the skills

We then deliver the course that we've agreed either in-person or online

Make it even more bespoke

We can completely redesign the course to meet you needs. Just tell us what you need, and we can put a no obligation proposal together for you.

Online Training Course

Fun, engaging and interactive – delivered online



Our Managing Yourself and Personal Effectiveness training course can be delivered as a virtual online course.



The same great content reimagined for the online environment.

- ✓ Our open training courses are delivered using Zoom
- ✓ When delivered in-house, we can use the platform you are most comfortable with
- ✓ Re-designed sessions to allow for interactivity and engagement in the online environment
- ✓ The same fun, engaging and down to earth approach
- ✓ Join your course from anywhere

About Us

Here's a bit about us and what we do



We are Revolution Learning and Development

We are a leading learning and development consultancy based in the UK. We provide our services across the UK, Ireland and Europe.

- ✓ We deliver fun, engaging and down to earth training courses in-person and online
- ✓ Over 20 years of training experience
- ✓ Incredibly cost effective and a real focus on return on investment
- ✓ 92% of our clients rebook us for further training and development
- ✓ Flexible training and development solutions

Let's Talk

We're here to help



If you have any questions about our **Managing Yourself and Personal Effectiveness** course or would like a quote for an in-house course, then just get in touch.

Call Us:

UK: 03333 444575

ROI: 015549779

Email Us:

hello@revolutionlearning.com

Visit Us:

UK: <https://www.revolutionlearning.co.uk>

ROI: <https://www.revolutionlearning.ie>

EU: <https://www.revolutionlearning.com>