

Personal Effectiveness Training

COURSE CONTENT

GET IN TOUCH



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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

Multisoft Systems' Personal Effectiveness Training is designed to empower professionals to enhance their workplace performance and personal productivity. This comprehensive course covers key areas such as time management, effective communication, strategic planning, and self-management, providing participants with the tools and techniques needed to excel in today's fast-paced work environment.

Module 1: Introduction to Personal Effectiveness

- ✓ Understanding Personal Effectiveness
- ✓ Importance of Personal Development
- ✓ Setting Goals for Personal Growth

Module 2: Time Management and Prioritization

- ✓ Principles of Time Management
- ✓ Identifying Time Wasters
- ✓ Prioritization Techniques

Module 3: Goal Setting and Action Planning

- ✓ SMART Goal Setting
- ✓ Creating Action Plans
- ✓ Tracking Progress

Module 4: Effective Communication Skills

- ✓ Verbal and Nonverbal Communication
- ✓ Active Listening Techniques
- ✓ Assertive Communication Strategies

Module 5: Stress Management and Well-being

- ✓ Understanding Stress and its Impact
- ✓ Stress Management Techniques
- ✓ Promoting Well-being and Work-Life Balance

Module 6: Decision Making and Problem Solving

- ✓ Decision-Making Processes
- ✓ Problem-Solving Techniques

- ✓ Overcoming Decision-Making Barriers

Module 7: Building Resilience

- ✓ Developing Resilience Skills
- ✓ Coping Strategies for Adversity
- ✓ Embracing Change and Challenges

Module 8: Personal Development Planning

- ✓ Reflecting on Learning and Growth
- ✓ Identifying Areas for Development
- ✓ Creating a Personal Development Plan