

A LDI Training Course

SELF MANAGEMENT AND SUPPORTING INDIVIDUAL EFFECTIVENESS

LDI Instructor

OVERVIEW

This workshop is important to you. No doubt about it --- strong intrapersonal and interpersonal skills are mandatory for getting ahead. This training is also crucial for your organization. You see, when organizations are filled with people who are self-directed and know how to get great results working with others, everyone wins.

OUTLINE

1. Self Management:

Preferences Inventory

- Type preferences of self and others
- Various communication styles
- Identify habits and tendencies that maybe holding you back
- Set some strategies to overcome them

Principles of Successful Personal Empowerment

- **What does it take to be fully in charge**
 - Be Proactive
 - How to set and really achieve your goals
 - Conquering procrastination
 - Keeping yourself motivated
 - Manage your change and stress
- **Dealing with Others**
 - Valuing differences
 - Listening to Understand
 - Synergy

Taking Charge of Your Development

- Identify your strengths and areas for further development
- Develop your concrete action plan

2. Supporting Individual Effectiveness:

Attitude Make the Different

Who am I: Invention and Self Assessment

- Behavioral Pattern
- Self Assessment
- Understanding other's style
- Mental Conditioning
- Belief System and Result
- Breaking Mental Barriers
- The Dynamics of Change
- How to Cope With Change
- Mindset to Mind Growth
- Creating Positive Changes
- How to Motivate Others
- Problem Solving and Decision Making Process
 - Steps in Making Decision

METHODOLOGY

- Discussions
- Exercises
- Case studies
- Games & Role plays

WHO SHOULD ATTEND

This course will benefit everyone including:

- Supervisors and team leaders
- Technical professionals
- Secretaries and Administration personnel
- Public and government relations personnel
- Sales and marketing professionals
- Accounting and finance professionals
- Human resources people