

# Course Description

## Building Your Personal Effectiveness AMS2001

### Description

The Building Your Personal Effectiveness course provides concepts and tools to enhance personal and professional effectiveness in the workplace. The program is designed to assist employees in recognizing how their personal styles impact results in daily work and project commitments. The course uses common personality profiles like DiSC and MBTI to determine each participant's style, we align the profile type that best fits your organization and utilize that tool during the facilitation. It allows employees to identify steps they can take to further increase their effectiveness with their peers, leaders and sponsors. The program will result in a customized development path for each participant to continue to enhance his or her skills. This course is grounded in specific leadership, communication, and influence models. Through use of a variety of assessment tools, structured activities, facilitated discussion, small group work, reflection activities and planning processes participants will map out a personal plan for their own continued professional development.



Themes that run throughout the three days of the workshop include, but are not limited to: influencing strategies, productive communication, collaboration and alignment.

### Learning Objectives

Participants in this program will:

- Enhance their ability to form and communicate vision and values
- Increase their ability to recognize different personal styles and interact appropriately with them
- Understand their own work styles and how to leverage their strengths in a variety of situations
- Strengthen their ability to influence people over whom they have no direct control
- Use a specific leadership model to promote collaboration and alignment
- Increase their ability to deal effectively with differences and diversity
- Expand their range of strategies to accomplish organizational goals

### Format

This course is highly interactive and how-to oriented. Discussion of concepts and principles is accompanied by hands-on exercises with emphasis on practical applications. Participants will prepare a personal development plan at the end of the program.

### Duration

3 days

### Who Should Attend

Anyone in de facto, temporary or permanent leadership roles who needs to mobilize co-workers to get things done.