



Consulting and Training | Reach New Heights

Course Name

Personal Effectiveness

Sector Name

Interpersonal Skills and Self Development

Document Type

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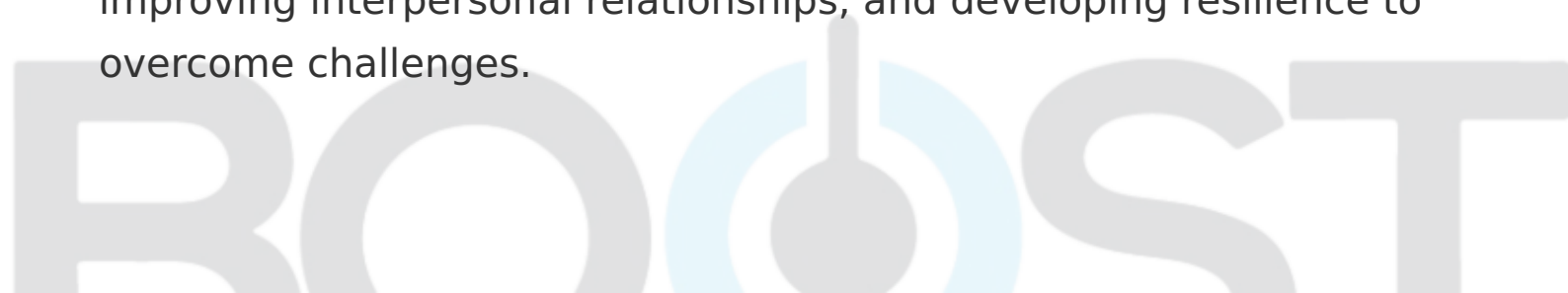
Course Introduction

Personal effectiveness in the workplace is crucial as it enables individuals to efficiently manage their tasks, time, and resources, leading to increased productivity and job satisfaction. By mastering skills such as time management, communication, and goal setting, employees can enhance their performance, contribute effectively to team objectives, and achieve their professional goals.

The skills and knowledge necessary to thrive professionally

This comprehensive training program is designed to empower participants with the skills and knowledge necessary to thrive professionally. Over the course of several sessions, participants will delve into various aspects of personal effectiveness, starting with self-awareness and goal setting, and progressing to communication skills, teamwork, and stress management.

Through interactive sessions, case studies, and practical exercises, participants will gain insights into managing their time effectively, improving interpersonal relationships, and developing resilience to overcome challenges.



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Target Audience

- ✓ Entry-Level Employees
- ✓ Mid-Level Managers
- ✓ Senior Executives
- ✓ Entrepreneurs and Small Business Owners

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Learning Objectives

- ✓ Develop essential skills for personal effectiveness in the workplace, including time management, communication, and goal setting.
- ✓ Enhance self-awareness and self-management to improve productivity and performance.
- ✓ Learn strategies for effective collaboration, conflict resolution, and relationship building with colleagues.
- ✓ Acquire tools and techniques to prioritize tasks, manage workload efficiently, and adapt to changing work environments.

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Course Outline

✓ 01 Day One

Self-Awareness and Goal Setting

- ✓ Understanding Personal Effectiveness: Definition and Importance
- ✓ Self-Assessment Tools: Identifying Strengths and Areas for Improvement
- ✓ Goal Setting Techniques: SMART Goals and Beyond
- ✓ Prioritization Methods: Eisenhower Matrix and ABC Analysis
- ✓ Time Management Strategies: Setting Boundaries and Managing Distractions

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Course Outline

✓ 02 Day Two

Communication and Collaboration

- ✓ Effective Communication Skills: Active Listening, Assertiveness, and Clarity
- ✓ Building Positive Relationships in the Workplace: Networking and Relationship Management
- ✓ Conflict Resolution Techniques: Managing Conflicts Constructively
- ✓ Teamwork and Collaboration: Enhancing Team Dynamics and Productivity
- ✓ Emotional Intelligence in the Workplace: Understanding and Managing Emotions

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Course Outline

✓ 03 Day Three

Productivity and Self-Development

- ✓ Personal Productivity Tools and Techniques: Task Management Apps, Time Blocking, and Pomodoro Technique
- ✓ Stress Management Strategies: Coping Mechanisms and Relaxation Techniques
- ✓ Continuous Learning and Development: Creating a Personal Development Plan
- ✓ Building Resilience: Adapting to Change and Overcoming Challenges
- ✓ Action Planning: Implementing Personal Effectiveness Strategies in Daily Practice

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 24, 2027	Jan. 26, 2027	3 days	3250.00 \$	KSA , Al Khobar
May 24, 2027	May 26, 2027	3 days	3250.00 \$	UAE , Dubai
July 19, 2027	July 21, 2027	3 days	4950.00 \$	switzerland , Geneva
Dec. 21, 2026	Dec. 23, 2026	3 days	3250.00 \$	UAE , Dubai

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