Personal Effectiveness & Self-Leadership at Work

In today's demanding workplace, technical skills alone aren't enough. Professionals need clarity, discipline, and the right mindset to stay productive, adapt to change, and deliver meaningful results. Personal effectiveness is about taking ownership — of time, energy, mindset, and impact — so you can thrive at work and in life.

The CORE program helps participants become more intentional, organized, and resilient. They will clarify priorities, master self-management tools, and cultivate a proactive, values-driven approach to their daily work.

At the end of this course, participants should be able to:

- Define what personal effectiveness means in today's workplace.
- Assess their current habits and identify personal productivity blockers.
- Apply practical tools for prioritization, time & energy management.
- Demonstrate proactive behavior and accountability to meet goals.
- Align personal values and strengths with organizational objectives.

Course Outline

- Welcome and Introduction
- Objectives and Overview
- Reminders and House Rules
- Understanding Personal Effectiveness – Self-Leadership: Mindset vs. Skillset, The 3 Dimensions: Clarity, Discipline, Resilience
- Clarity & Goal-Setting – SMART Goals, Values & Strengths Alignment, The Focus Funnel
- Managing Time & Energy – Planning vs. Reacting, Energy Management & Micro-Recovery, Overcoming Procrastination
- Proactivity & Accountability – Victim to Owner Mindset, Influencing What You Can Control, Building Habits That Stick

- Application & Action Plan – Key Changes Commitment
- Summary and Wrap-Up – Recap, Key Takeaways, Action Plan

Course Duration

- 1 day – face-to-face

Delivery Methodologies

- Plenary Discussions
- Lecture / Slide Presentation
- Self-Assessments & Reflections
- Group or Pair Activities
- Peer Feedback
- Icebreakers / Energizers / Games

This course is recommended for:

Employees, professionals, supervisors, and managers who want to improve productivity, manage priorities effectively, and take ownership of their personal growth and work impact.

Upcoming Events

Dec 2
9:00 am – 5:00 pm

[CORE: Personal Effectiveness & Self-Leadership at]

Work

View Calendar