

PERSONAL EFFECTIVENESS

Being the best we can be is a goal that has become idealized in American culture. This one-day program is designed to enable participants to learn and to apply concepts and techniques related to becoming more effective in various aspects of their lives. The principles and skills taught by this program can be used by people trying to improve their effectiveness at work, within their families, within any important relationships, or in any other areas of their lives.

COURSE OBJECTIVES

Upon completion, participants will be better prepared to:

- Examine personal obstacles to taking control of life events
- Determine what issues are most central in their lives
- Understand the consequences associated with poor personal effectiveness
- Identify feelings and goals for the future
- Write a personal mission statement
- Practice identifying and prioritizing life events
- Implement methods for improving personal effectiveness

COURSE OUTLINE

1. Be proactive
2. Beginning with the End
3. Prioritizing Your Life
4. Focusing Inward
5. Action Plan