Personal Skills for Professional Excellence - 4 Days

Course 297 Overview

You Will Learn How To

• Apply proven skills to stay focused, work effectively and develop your networks and expertise
• Get results working with different and difficult personality types
• Maintain focus in pressure situations
• Build and leverage your professional reputation
• Work productively within your organization's political environment

Who Should Attend

Those who want to increase their productivity and effectiveness, gain greater self-awareness, build their professional reputation and credibility, and work successfully with a range of people.

Workshop Activities Include:

• Evaluating your strengths and style
• Linking ethics, integrity and reputation
• Developing teamwork skills in a simulated situation
• Profiling your levels of political intelligence
• Constructing a personal blueprint for excellence and success
• Presenting a high-impact message of commitment
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Course 297 Outline

Introduction
• Key characteristics of professional people
• The components of personal effectiveness

Realizing Your Strengths and Fulfilling Your Potential
Evaluating your aptitudes, personal style and development areas
• Applying the Multiple Intelligences Model
• Profiling your preferred personal style(s)
• Uncovering the talent paradox

Working to your strengths
• Assessing natural talents and personal values
• The influence of intelligences on personality
• Recognizing the effects of personal styles

Building Your Professional Effectiveness
The core elements of professional excellence
• The three Rs of personal effectiveness
• Operating with ethics and integrity

Developing your professional power
• Recognizing the source of your personal power
• Adopting a proactive approach to building your power

Working Productively with Others
Enhancing your thinking tool set
• Revealing limiting beliefs and personal restrictors
• The dynamics of human interactions
• Enhancing your emotional intelligence

Interpreting behavior and language to understand motives and intentions
• The importance of difference in productive working
• Building effective mental models
• Managing different personal styles

Achieving Results in Pressure Situations
Working together to get results
• Identifying important players in your work environment
• Working with difficult coworkers
• Countering corporate game-playing

Making meetings work for you
• Keeping your meetings constructive and professional
• Taking personal styles into account during meetings
• Adopting a collaborative approach

• Presenting your personal statement of commitment

Building Your Professional Reputation
Amplifying your effectiveness by networking
• Reaping the benefits of networking for purpose
• Enhancing your personal influence
• Building and managing your networks proactively
• Crafting your personal brand

Demonstrating political intelligence
• Assessing your level of political intelligence
• Being political with integrity
• Navigating the power and politics in your organization

Managing disagreement productively
• Being assertive without aggression
• Defusing disagreement with active listening
• Dealing with more serious disagreement

Creating the Results You Want
Harnessing the power of positive psychology
• Seeing stress as a gift
• Building short-term coping mechanisms
• Developing mental toughness

Assembling a personal success strategy
• Aligning strengths and purpose
• Finding balance with the Wheel of Life
• Choosing to become the best that you can be

Setting the Framework for Success
Choosing your personal and professional future
• Learning from successes and setbacks to build excellence
• Creating big picture goals
• Addressing resistance and established patterns

Committing to action
• Crafting your blueprint for professional effectiveness
• Addressing the journey to excellence continuum

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