

Personal Organisation and Effectiveness

Often our success is measured by our productivity. This course concentrates on areas where we can personally improve our effectiveness. We identify personal management techniques and how to get 'more results with less effort'. It's easy to feel overloaded at work and demotivated without knowing how to manage your way out of the situation This course helps you build insight into yourself, your job and your future so that you can de-clutter your life and optimise opportunities.

Delegates are taught how to use practical and creative techniques to analyse business problems. How to develop the skills that can transform normally constrained thinking into lateral and inventive thought, and then to concentrate on providing the right solutions. It will also provide them with memory techniques so that they can enhance the natural capabilities of their brain.

The course explores the fundamental reasons behind effectiveness & introduces a number of tools & techniques which can be applied back at work in an effort to 'work smarter not harder'.

Delegates go away from this course having a clear understanding of what they need to and the actions they will personally implement.

Who will the course benefit?

Anyone who has the responsibility for controlling or organising their own workload and prioritising their work.

Course Objectives:

To develop an approach capable of improving overall effectiveness.

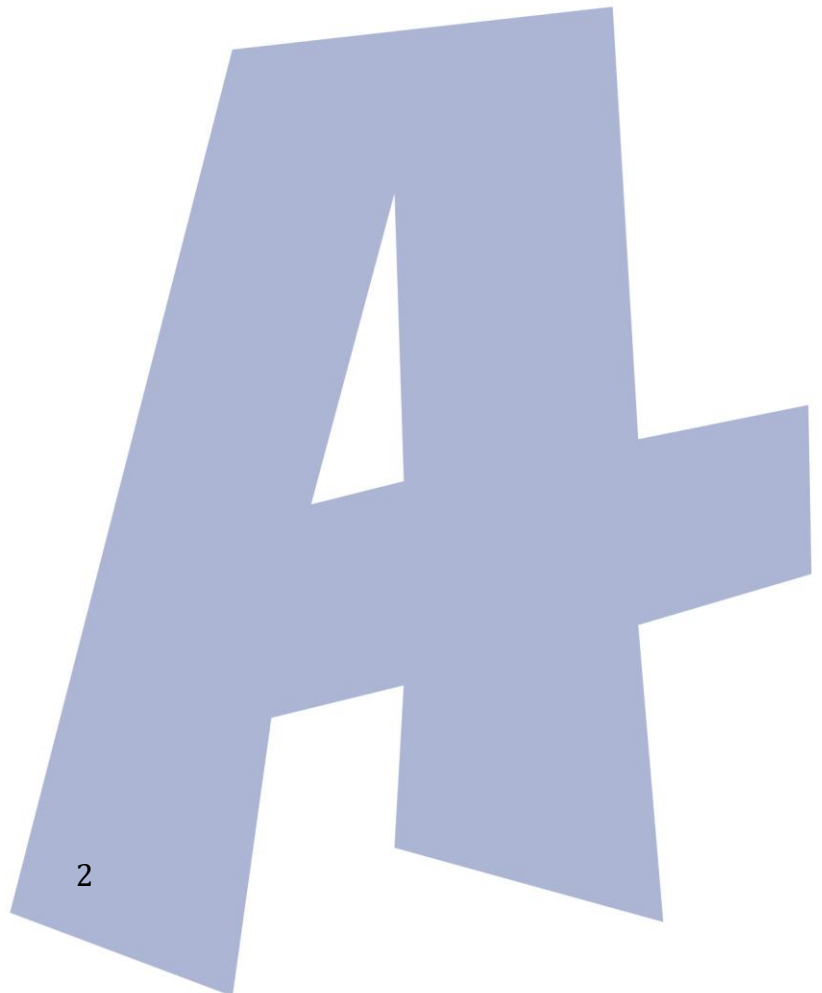
To establish their personal thinking styles and how they approach problem solving

Demonstrate how to use the toolkit of methods covered and where appropriate, modify your basic working philosophy in relation to achieving results

Course Duration: 1 – 2 days depending on content

This course will enable delegates to:

- Identify how people work and to improve their effectiveness
- Acquire problems solving and decision making skills
- Use a methodical approach to personal organisation
- Manage priorities effectively.
- Apply sound decisions in their work
- Establish personal thinking styles
- Improve their memory
- Know how to manage yourself.
- Know how to understand yourself.



Course Contents

Personal Organisation

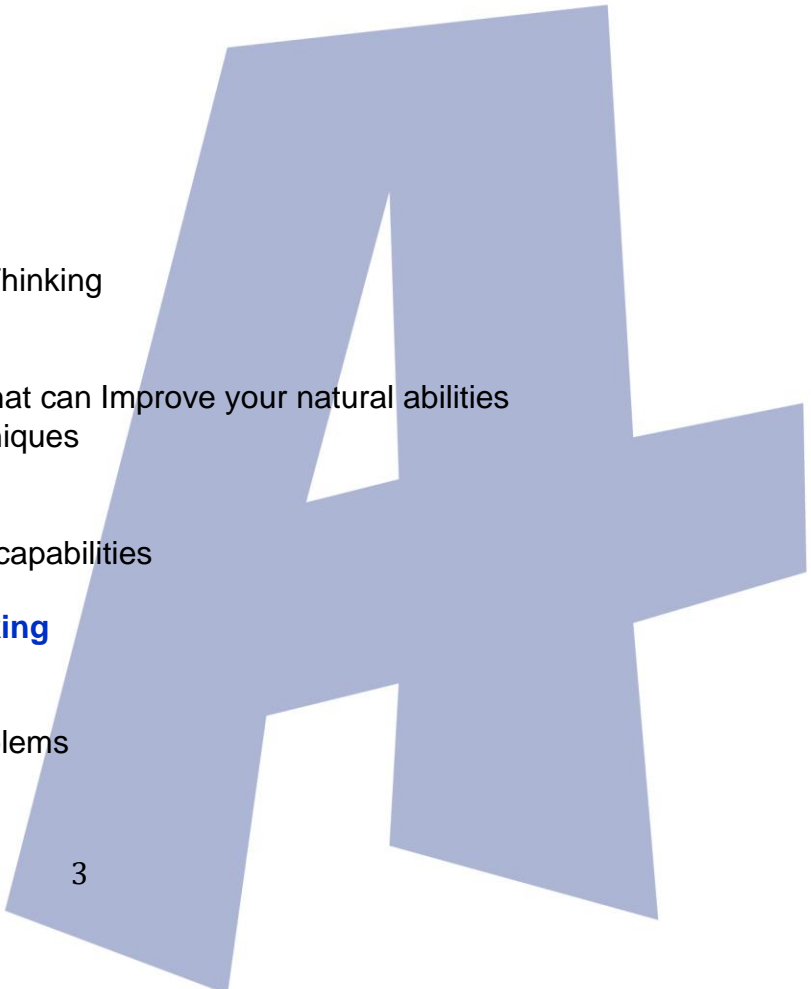
- Working patterns
- Self-discipline
- Personality types
- Identifying personal problems
- Types of procrastination
- Give up procrastination
- Priority setting
- Techniques for priorities
- Desk management
- Dealing with information
- Information overload – email and paperwork
- Developing your own personal strategy
- How to delegate tasks which others could do
- Managing your Manager, peers and team members

Thinking Styles

- Understanding your brain
- Best and worst time of day
- Intuitive Techniques
- Left and right brain
- Analysers
- Synthesisers
- Using images
- Switching off
- Big picture
- Convergent and Divergent Thinking
- Valuers
- Memory techniques
- Using memory techniques that can Improve your natural abilities
- Application of memory techniques
- Emotional intelligence
- Using EI for effectiveness
- Understanding your natural capabilities

Problem Solving & Decision Making

- Collecting information
- Identifying the cause of problems
- Checking your decision



Thinking Under Pressure

- Keeping cool
- Instant access
- How to avoid fire-fighting and panic situations
- Dealing with mental blocks

Practical Session

- Each of these areas is examined and practiced. Delegates are encouraged to develop their own personal action plans to help them to work in a more productive and professional manner.

