

Developing Yourself



To develop ourselves, we need first to know where we are now, where we want to go and what we need to do to achieve our goal, overcoming any barriers on the way. This workshop helps provide this insight by examining our purpose, values and vision and their effect on our development.

Overview

Developing ourselves in a meaningful and effective way, requires us to know where we should be concentrating our efforts. To know that, we need to understand where we are now, where we want to be in the future and what might be stopping us achieving our goal. This requires a level of personal insight.

For this programme, we have used the Emotional Intelligence framework to help us provide that insight. The framework consists of four elements:

- Self-Awareness – being effective at picking up what is going on inside you
- Self-Management – taking appropriate actions to manage yourself
- Awareness of Others – being effective in picking up what is going on for other people
- Relationship Management – taking appropriate action to manage others.

Associated beliefs, attitudes and behaviours are examined using a five-step approach:

- Being proactive
- Having a personal purpose, values and vision
- Increasing self-awareness through feedback and disclosure
- Developing awareness of others
- Building positive relationships with others.

Aims

The aims of this one-day workshop are:

- To familiarise participants with a range of effective approaches to managing their self-development
- To encourage participants to develop and implement an action plan focused on their personal development.

South East Training is the trading name of South East Training Network Limited

Registered in England and Wales No: 07221826

Website: www.southeasttraining.uk Email: enquiry@southeasttraining.co.uk Tel: 01273 555567

Learning Objectives

By the end of the programme, you will be able to:

- Describe different leadership styles to suit a range of team management and motivation situations
- Summarise the optimum skills and qualities of an effective manager
- Explain the theory of motivation and its application to stimulating and empowering your team
- Describe the key steps for effective delegation
- Explain how to use coaching skills to support staff in setting challenging performance goals within a commercially focused, entrepreneurial environment
- Describe ways to promote two-way communication and regular opportunities for feedback to ensure your staff's expectations are managed effectively.

Workshop Content

Introduction to Leadership

- Authentic Leadership Principles
- Steps to Structured Self Development

Self-Awareness and Self-Management

- Step 1: Being Pro-Active
- Activity: Circles of Influence and Concern
- Step 2: Having a Personal Purpose, Values and Vision
- Activity - Career Values: Individual Career Values
- Activity - Career Values: My Mission Statement
- Activity: Personal Alignment Check
- Step 3: Developing Self Awareness – Feedback and Disclosure
- Activity: Enlarging our Open Area
- Activity: Disclosing Our Strengths and Hidden Strengths

Awareness of Others/Relationship with Others

- Step 4: Developing Awareness of Others
- Building Rapport with Others: Additional Information
- Life Positions – Understanding our Interactions with Others
- Step 5: Building Positive Relationships with Others
- Activity: Improving Interactions with Others

Aggressive, Submissive & Assertive Behaviours

- Fight/Flight Response
- Aggressive Behaviour
- Submissive Behaviour
- Assertive Behaviour
- Techniques for Assertiveness
- Handling Disagreement Assertively
- Activity: Assertiveness and Conflict in the Workplace

Self-Development for Authentic Leadership

- Activity: Self-Development

Product Code: DEVY

South East Training is the trading name of South East Training Network Limited

Registered in England and Wales No: 07221826

Website: www.southeasttraining.uk Email: enquiry@southeasttraining.co.uk Tel: 01273 555567