

“ *E N H A N C I N G P E R S O N A L E F F E C T I V E N E S S - v3.5* ”

This one-day course teaches employees how to improve their personal effectiveness working with others on a team. Utilizing Style Awareness, Time Management and Core Interpersonal skills, this workshop creates a solid foundation of respect, communication, listening, and team building techniques for increased productivity and time management. It is a workshop for all in lead positions, professional contributors, and individual employees.

Learning Objectives

- Understanding Personal Behavior Styles and Core Competencies
- Knowing and Applying the Foundation Skills
- Understanding Why Trust is the Basis for High Performance
- Utilizing the Skills of Dialogue to Communicate and Involve Others
- Understanding How Style Differences Can Cause Conflict on Teams
- Knowing Your Preferences in the 12-Categories of Time Mastery
- Understanding the Behaviors of High Performing Teams

Outline	Time
1. Overview	8:30 — 8:45
2. Personal Descriptors...Shuffle the Deck/ Introductions	8:45 — 9:00
3. Working With Pat – Group Discussion	9:00 — 9:10
4. “People I Prefer to Work With” Video	9:10 — 9:30
5. Behavior Conditioning	9:30 — 9:50
6. Break	9:50 — 10:05
7. DiSC Personal Styles: History, Common Language	10:05 — 10:30
8. Complete DiSC Personal Profile - Exercise	10:30 — 11:00
9. Conflict and Style Differences	11:00 — 11:20
10. Break	11:20 — 11:30
11. Core Skills...How to Build Trust on Teams	11:30 — 12:15
12. LUNCH	12:15 — 1:00
13. What is Communication: Visual/Verbal/Vocal Messages	1:00 — 1:30
14. High Vocabulary: Decipher the “Common” Proverbs	1:30 — 1:45
15. Active Listening	1:45 — 1:50
16. Listening Response Styles	1:50 — 2:15
17. Break	2:15 — 2:30
18. Effective Time Management	2:30 — 2:45
19. Personal Assessment: Time Mastery Profile®	2:45 — 3:30
20. Working As a Team: Team Development Model	3:30 — 4:00
21. Summary and Evaluations	4:00 — 4:15