

# Developing Yourself & Others

## INTRODUCTION

This course is designed for anyone wishing to improve their self-organisation and development. It will help delegates to investigate, understand and review key elements of personal effectiveness in order to develop.

## COURSE OBJECTIVES

*By the end of the course, delegates will have:*

- **Reviewed** ways of self-management
- **Identified** elements of emotional intelligence and how these can be utilised for Self-Development
- **Clarified** their personal vision and values
- **Identified** ways of self-organisation, prioritising and planning
- **Reviewed** reasons for Stress and methods of relief
- **Reviewed** and practised principles of effective communication

**COURSE DURATION:** 1 Day Course

[www.oaktree-training.co.uk](http://www.oaktree-training.co.uk)

## COURSE CONTENTS

### Self-management and emotional intelligence

Develop your personal purpose / vision / values.

The ABC of self-transformation.

### Time management:

Ten steps to goal achievement.

Prioritising tasks and the cycle of time management.

Create your personal time management system.

### Stress management:

Reduce stress and build self-confidence.

Help your colleagues with the stress management tool kit.

### Relationship management:

The art of building successful and satisfying relationships in the workplace.

Seven principles of effective communication.

How to handle difficult people.

### Personal Development Action Plan

