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Who should attend  
Suitable for all employees

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Duration  
1 Day

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## Mastering Personal Effectiveness

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### *Purpose of the workshop*

What would it be like if you had more time to complete all the tasks that you need to do and yet you were still able to take time out and relax when you needed to? The Mastering Personal Effectiveness workshop helps people to see how by changing our habits and approach to completing tasks we can get more done in the time we are given. When we have the right tools, habits and correct mindset we can dramatically improve the results we get and the actions we take. Being personally effective will change our behaviour, change our mindset, influence our actions and improve our life for good.

### *Outcomes*

- Define the meaning of success
- Create the correct mindset for being personally effective
- Unravel the mystery of setting compelling goals
- Recognise where time goes
- Take control of your time
- Focus on results and how to achieve them
- Develop the habit of success
- Keep focused on the task
- Delegate with ease
- Use effective techniques for personal effectiveness

