



## Developing Personal Effectiveness with Positive Skills

Providing Modern Managers with the Expertise for Success

### ► Upcoming Sessions

17-21 Jun 2024	Online	\$3,950
05-09 Aug 2024	Online	\$3,950
02-06 Sep 2024	Online	\$3,950
21-25 Oct 2024	Online	\$3,950
02-06 Dec 2024	Online	\$3,950
14-18 Apr 2025	Online	\$3,950

### ► Training Details

#### Online Training Course Overview

This dynamic, fast paced Anderson online training course encourages delegates to look at their personal style professional behavior, and overall effectiveness across a wide range of areas of their work. Initially looking at thinking patterns and self-image, the material progresses through the application of personal development theories and practices. Delegates will realise benefit as they progress through the course material, gaining knowledge and expertise to build a repertoire of skills. The focus on creativity and applied thinking will enable them to become more effective as managers and leaders in today's workplace.

#### Online Training Course Objectives

**By attending this Anderson online training course, delegates will be able to:**

- Understand and develop personal and interpersonal effectiveness
- Identify ways to move from negative thought patterns to positive and motivating patterns
- Understand how to become more disciplined and personally effective
- Demonstrate the factors which may empower or disempower ourselves and others
- Understand how to release new drive and motivation in their lives and working environment

#### Designed for

**This Anderson online training course is suitable for:**

- Delegates who want to achieve more through becoming more effective
- Managers who are being prepared for promotion or higher levels of responsibility
- Delegates who may be considering new projects or additional assignments
- Managers who are looking to refresh their skills when working with others
- Leaders who need to communicate vision more effectively for better results

## ► Training Details

### Day One: Post-Pandemic Critical Thinking

- Skills for a shifting business environment post COVID-19
- Cognitive skills to support creativity
- Understanding conscious and subconscious thoughts
- Release your imaginative thinking
- Take control of a negative and positive thought patterns
- Becoming a 'Critical thinking' manager

### Day Two: Self-Image and Emotional Intelligence

- Understand yourself and how you relate to others
- Develop emotional intelligence to underpin collaboration
- Raise your self-esteem in order to succeed
- How the human brain process events
- The power of choice and decision-making tools
- Developing authentic leadership qualities

### Day Three: Developing a Positive Attitude, Resilience and Adaptability

- Understanding and adapting our attitude to situations
- Control behaviour and develop adaptability
- Maintain a positive attitude and learn from other achievers
- Understanding resilience and how to develop it
- Enjoy humour and positive relationships with others
- Develop a fresh perspective to the world of work

### Day Four: Boosting the Power of your Communication

- The motivational power of words
- Improving your vocabulary
- Understanding how what you say may reveal your thought patterns
- How psychological needs influence workplace motivation
- Reciprocity gratitude and appreciation
- Manage your team more effectively by expressing appreciation

### Day Five: Maintaining Motivation in a High-Tech Business World

- What motivates you and others?
- What happens when you are personally motivated?
- The key indicators for successful people
- How to be action orientated and proactive
- The key drivers for becoming more tech savvy
- A manager's skills matrix

## ► Preview

10:30 - 11:00	:	Welcome, Setup, Registration
<b>11:00 - 12:30</b>	:	<b>First Session</b>
12:30 - 12:45	:	Break (15 minutes)
<b>12:45 - 14:15</b>	:	<b>Second Session</b>
14:15 - 14:30	:	Break (15 minutes)
<b>14:30 - 16:00</b>	:	<b>Third Session</b>

## ► The Certificate

An Anderson e-Certificate will be provided to delegates who attend and complete the

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: [info@anderson.ae](mailto:info@anderson.ae)

Request for a Tailor-made training and educational experience for your organization now:

Email: [inhouse@anderson.ae](mailto:inhouse@anderson.ae)

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