



## Master the Art of Proactive Thinking and Taking Action at Work

Innovation in a VUCA World: Leadership Creation, Motivation & Activation

### ► Upcoming Sessions

13-17 May 2024	Dubai - UAE	\$5,950
08-12 Jul 2024	Houston - USA	\$6,950
02-06 Sep 2024	Istanbul - Turkey	\$5,950
18-22 Nov 2024	Madrid - Spain	\$5,950
27-31 Jan 2025	Rome - Italy	\$5,950

### ► Training Details

#### Training Course Overview

This **Master the Art of Proactive Thinking and Taking Action at Work** training course will provide you with the principles, practical techniques, and skills to move ahead in your career. You will learn the competence, techniques and mindset that creates performance and presence

This personal development training course enables participants to develop confidence, thinking-skills, and personal power to build their personal presence.

#### This Anderson training course will feature:

- The skills of personal goal setting, creating energy, and self-motivation
- Master pro-active and positive thinking and correct decision making
- Presenting and communication at a high level
- Taking action and focusing on key priorities
- Planning for performance using proven techniques

#### Training Course Objectives

#### By the end of this Anderson training course, participants should be able to:

- Understand your ability as competencies and skill sets you can develop
- Know what your organization and others expect from you
- Know how to lead by example through excellent communication
- Analyse your preferred personal style for greater effectiveness
- Learn planning techniques to transform your goals into action
- Be able to be a better problem solver and decision maker
- Develop a powerful, positive mindset every day

#### Designed For

It is ideal for ambitious professionals who recognize that improving their thinking, motivation and planning skills is key to their success. It is also for those who want to influence others and achieve bigger goals. Those who understand that positive thinking and good planning techniques build workplace success.

**This Anderson training course is suitable to a wide range of professionals but will greatly benefit:**

- ▶ Developing leaders and managers
- ▶ Professionals seeking great results and responsibilities
- ▶ Those looking to grow and develop

## **Learning Methods**

This Anderson training course will combine presentations with interactive practical exercises, supported by activities and case studies. Delegates will be encouraged to participate actively in relating creative leadership strategies to the particular needs of their workplace.

It is an interactive mixture of lecture, discussion, activities, and practice on several management skills. It provides definitions, examples, discussion and activities designed to promote skill building with interaction and discussion among participants. Activities and work on practice case studies are used to deliberately highlight the concepts taught and allow participants to practice new skills.

## **▶ Training Details**

### **Day One: Key Principles of Maximizing your Personal Potential**

- ▶ Definition, key principles, and personal learning objectives
- ▶ Trends and challenges for managing yourself in the workplace
- ▶ How do you really use your potential now? How would you like to be?
- ▶ Beliefs and feelings about success, performance, and self-development
- ▶ The VAVA method of self-motivation and self-discipline

### **Day Two: Goal Setting, Positive-Thinking and Workplace Performance**

- ▶ Different ways set and use goals as way of managing time
- ▶ Converting outcomes and objectives into realistic action plans
- ▶ Setting personal and work goals that complement each other
- ▶ What four types of positive thinking and why managing your attitude matters
- ▶ Five ways to stay focused, keep positive and avoid digital distractions
- ▶ Using the 18-minute rule to structure your day

### **Day Three: Managing Priorities, Workload and Planning Systems**

- ▶ Prioritising your workload, tasks, and activities
- ▶ Using priority ratings not urgency to react to tasks
- ▶ Using the Pareto principle and Parkinson's law to increase your productivity
- ▶ Making meetings worthwhile – preparation and conduct
- ▶ Delegating and reverse delegation; co-working effectively
- ▶ Assertiveness techniques for handling colleagues and clients

### **Day Four: Improving your Communication Skills and Presenting Ability**

- ▶ How to send fewer and more concise emails and reports?
- ▶ Learning to trust and reducing overcommunication and micro-management
- ▶ Personal presentation and public speaking skills
- ▶ Higher-level questioning techniques to investigate and solve problems
- ▶ Listening to lead – active listening and structuring your conversation
- ▶ Verbal and non-verbal techniques; body language explained

### **Day Five: Planning and Scheduling for Personal Performance**

- ▶ Planning, executing, and monitoring projects
- ▶ Creating the Work Breakdown Structure (WBS) and defining the tasks to be done
- ▶ Establishing the dependencies and relationships between tasks
- ▶ Estimating techniques to identify expected duration of tasks (PERT)
- ▶ Monitoring and controlling execution, and managing changes to achieve objectives
- ▶ Communication styles and how to use positive communication to aid productivity

## ▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

### ▶ 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:

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