

## Personal Effectiveness

### Personal Effectiveness



<b>QI FETAC Code</b>	Level 4 - 4N1132 Minor module - Credit value 10
<b>Duration</b>	1 full day (1 <sup>st</sup> day) and 6 mornings  You are also expected to engage in self learning hours outside the course  You are also encouraged to form a support group with your colleagues meeting either in person or by telephone / Skype between the classes
<b>Overall aims of Personal Effectiveness</b>	Personal Effectiveness is designed to offer you the opportunity to develop, gain knowledge and understand a range of both personal and learning skills in your personal and work life operating within a team basis.  The skills developed will improve confidence, contribute to teamwork and give a greater understanding of communication skills.
<b>What exactly is Personal Effectiveness?</b>	Making use of your own personal resources, your strengths, your skills, your knowledge, your energy and time while learning new skills and techniques to excel in both your personal and work life
<b>Who should attend?</b>	Anyone wishing to develop their personal skills, confidence, teamwork and communication skills  Anyone wishing to up -skill for a new role or as a promotion within their organisation  Anyone returning to the workplace in any capacity  The training programme is highly interactive and you are invited to share your own knowledge and skills in a supported

	yet motivated environment helping to build your confidence levels.
<b>What will I learn?</b>	<ul style="list-style-type: none"> <li>• What is personal effectiveness</li> <li>• What are your own goals</li> <li>• Your strengths and how you can build on these using personal strategies and methods to achieve your goals</li> <li>• Your challenges both personal and in a work situation, finding solutions and implementing change</li> <li>• Working effectively as a team member</li> <li>• Negotiation skills</li> <li>• How to deal with conflict, compliments and constructive feedback</li> <li>• Explore personal responsibilities</li> </ul> <p><b>Plus lots more...</b></p>
<b>To achieve your QQI FETAC certificate in Personal Effectiveness</b>	<p><b>You must complete the following</b></p> <ul style="list-style-type: none"> <li>• 80% attendance</li> <li>• Satisfactory completion and grade of QQI FETAC assignments</li> </ul> <p>Including Portfolio/ Collection of Work 60% Skills Demonstration 40%</p>
<b>Would you like to talk to us about this training programme?</b>	To find out more about the Conflict Resolution programme please contact Maeve Finch of Total Focus on 085 735 4446 or by filling in the enquiry form on the right
<b>'In-house' training</b>	<p>Please note that this programme can be delivered 'in house' and tailored to the needs of your organisation</p> <p>Contact Total Focus for a quotation</p>