

## Personal Effectiveness QQI 4N1132



<b>QQI Award Code 4N1132</b>	Accredited @ QQI Level 4 on the National Framework of Qualifications (QQI) Minor module - Credit value 10
<b>Duration</b>	32 face to face hours Full days or 1/2 days You are expected to engage in work and though outside these hours
<b>What exactly is Personal Effectiveness</b>	Making use of your 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>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 professional skills as an individual and within a team basis  The skills developed improve confidence, contribute to team work and give a greater understanding of communication skills
<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 for a promotion within their organisation  Anyone returning to work in any capacity

	The training programme is highly interactive and you are invited to share your own knowledge and skills in a supported environment
<b>What will I Learn</b>	<ul style="list-style-type: none"> <li>• What is personal effectiveness</li> <li>• Diving into communications</li> <li>• Goal setting</li> <li>• Identify your strengths and how you can build on these using personal strategies and methods to achieve your goals</li> <li>• Accepting compliments</li> <li>• Working effectively as a team member</li> <li>• Dealing with conflict</li> <li>• Understanding negotiation skills and practises</li> <li>• Exploring personal responsibilities</li> </ul> <p>Plus lots more</p>
<b>To achieve you QQI certificate in Personal Effectiveness</b>	<p>You must complete the following:</p> <ul style="list-style-type: none"> <li>• 80% attendance</li> <li>• Satisfactory completion of assignments and grading for QQI</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 Personal Effectiveness please contact Maeve Finch on 085 735 4446 or <a href="mailto:training@totalfocus.ie">training@totalfocus.ie</a>
<b>In - house training</b>	<p>Please note that this training programme can be delivered in-house and tailored to the needs of your organisation</p> <p>Contact Total Focus for a quotation</p>