

Personal Effectiveness Program

Overview

This program is designed to bring development in the key areas of being effective at work. The program consists of 4 workshops – Excellent Customer Service, Time and Stress Management, Effective Communication and Building a Career. Each of the four workshops is a stand-alone workshop and combine together to form a comprehensive Personal Effectiveness program. We conduct this and other programs in-house in organisations throughout Australia and the Asia Pacific.

High take home value

Return on investment (ROI) for training

Recent studies show that, on average, every \$1 spent on management training results in \$3.86 in benefits to the company. This figure is much higher for programs of high take home value.

Presenters are practitioners not just lecturers

The presenters at Management Training Australia are not only highly experienced presenters but are also current Senior Managers. This means that are not only professional trainers but also have a wide range of experience in organisational and personal topics. What this means for workshop participants is they receive a highly practical experience. We are experienced across all industries and have trained people from hundreds of different organisations throughout Australia

Participant's real work scenarios in every section of every workshop

Each section of every workshop brings the participant's actual work scenarios into the training room and participants decide on the changes they will implement from their learning before they leave the workshop.

Workshops utilise a variety of learning approaches

Participants not only receive highly relevant material with engaging presenters, but we also use video, discussions, role plays, training games, assessments and team exercises to ensure that participants are engaged and learning throughout the whole day.

Personal Effectiveness Program

Day 1: Excellent Customer Service

- Seeing the customer as the most important person in your business
- Good and bad customer service
- Understanding what your customers want
- Customer satisfaction versus customer loyalty
- Attitudes and skills for good customer service
- Up-selling can be good customer service
- Capturing sales and the next sale
- Communication skills for customers
- Telephone skills for customers
- Handling complaints
- Dealing with difficult customers
- Creating a positive company image
- Creating and maintaining a good impression
- Setting standards for service
- Engaging customers
- Planning good customer service
- The 80/20 rule for customers

Day 2: Time and Stress Management

- 4 aspects of time management
- Prioritising with organisational goals
- The Pareto principle
- Distinguishing urgent and important issues
- Dealing with deadlines
- How to say no appropriately
- How to schedule your time
- Batching tasks
- Time saving techniques – for phone and email
- Dealing with excessive paperwork
- Setting up systems of files
- Handling interruptions
- Recognising stress symptoms and patterns
- Changing thinking patterns that cause stress
- Building your stress resistance
- Stress relief techniques including breathing and muscle relaxation

Day 3: Effective Communication

- How to overcome communication barriers
- Mindsets and perceptions
- Active listening
- Asking effective questions
- Being assertive without being aggressive
- How to build and repair trust
- Communicating with difficult people
- Understand when to use (and not to use) phone, email and other types of communication
- Social media and work
- Recognising & understanding the 4 personality types
- Communicating to the 4 personality types
- Understanding non-verbal communication
- Detecting lying
- Reading facial responses
- Understanding emotional reactions
- Managing your and others emotions

Day 4: Career Development

- Understanding your work objectives
- Getting along with your boss
- Motivating your boss
- Mapping your job
- Taking personal initiative
- Becoming promotable
- Getting along with others at work
- Understanding your work strengths
- Identifying threats and opportunities inside and outside the organisation
- Understanding your organisation's values and culture
- Doing a personal SWOT analysis
- Building personal influence
- Understanding personal values
- Developing a personal mission statement
- Developing a career plan
- Setting SMART career goals
- Effective development plans