Develop Personal Effectiveness at Operations Level

Image Institute of Learning & Development Pte Ltd

“Serving Clients is at the Core of Our Mission. We Do this by Creating an Environment Which Attracts Talent & Where Stakeholders Adore to work.”

The Employability Skills (ES) prepare people for careers by offering training in essential skills needed at the workplace. These skills are relevant and can be used in any industry. This helps people remain employable in an ever-changing economy.
Develop Personal Effectiveness at Operations Level

The Develop Personal Effectiveness module focuses on the development of the life skills of the individual so that one could be personally effective in one’s work and gain employability in volatile employment situations.

In this course, you will gain knowledge such as how you can establish your personal goals and relate them to your department’s goals. You will also learn life skills such as how to manage your time, stress and personal finances, as well as how to maintain a work-life balance, and to be an effective team leader or supervisor at your workplace.

Improve your employability by gaining skills that enable you to better adapt to new job demands, work challenges and changing work environment!

A competent individual must be able to successfully perform the following:

1. Set personal goals and align them to team goals.
2. Identify one’s role and responsibilities and their contribution towards the achievement of team goals.
3. Identify personal strengths and weaknesses, list the strategies to overcome weaknesses and describe how personal strengths can contribute towards the achievement of team goals.
4. Plan and complete personal tasks to meet team goals.
5. Recognize symptoms of and deal with stress to maintain work effectiveness.
6. Identify work-life balance programs to maintain personal work-life balance.
7. Identify one’s existing financial position using appropriate tools and describe how to manage such a position.

TARGET AUDIENCE
This module is designed for front-line workers without any supervisory responsibility for others. These workers maybe working in teams or self-employed. Individuals, professionals, or workers in supervising roles may also find this module helpful.

METHODOLOGY
Participants will learn through a variety of approaches, including experiential exercises, caselets, and Lecturette & work hands on. Being a Competency Based Assessment program, we have Formative assessment which is a self-reflective process that intends to promote learner’s attainment.

WHO SHOULD ATTEND
This highly interactive & comprehensive 2-day workshop is targeted at staff in supervisory positions that have the responsibility for group of staff engaged in teams, sub-units of the organization or business. It would also be useful to people in small businesses or to self-employed workers.

Duration: 2 days.