

## **2-day Personal Effectiveness Workshop**

### **Course Description**

A 2-day intensive, interactive, reflective course that helps participants analyse their current situation and understand how to decrease their daily stress and avoid burnout; be aware of their Emotional Intelligence and use NLP to stay centred.

Participants will practice using their time efficiently and regain control by actively managing emails, interruptions and phone calls. This course focuses on hands-on exercises, self-awareness and teamwork. It is suited to all staff members.

### **Content Outline**

#### **Stress Management:**

- What is stress?
- What are the signals?
- My personal stress levels and triggers
- Reducing stress
- How to use positive stress

#### **Burnout Management**

- What is burnout?
- What are the signals of burnout?
- Avoiding burnout

#### **Emotional Intelligence**

- What are the dimensions of Emotional Intelligence?
- Emotional Intelligent and NLP
- Being and staying centred

#### **Time and Priorities Management:**

- How to make time work for you
- Personal productivity
- Setting priorities
- Using checklists and deadlines
- Goal setting

#### **Email Management**

- Do's and Don'ts
- Email Etiquette

### **Methods**

We send out pre-workshop questionnaires, to prepare the participants.

The workshop is interactive, fun, and interesting. We keep the participants actively involved throughout these intensive 2 days, using a little theory, and then immediately practicing and discussing in a safe, comfortable environment.

Participants walk out with real skills that they can start to apply immediately.