



Personal effectiveness

Achieve more with an effective self-management approach

Ever wonder how some high-achievers seem to get through almost impossible workloads and make it look easy? It's not about having superhuman strength and stamina. The answer lies in cultivating the right habits of personal effectiveness. With a results-oriented mentality, effective people skills and, above all, reflected self-management, you'll be on your way to a new level of achievement yourself.

COMPETENCE⁺

 **RELEVANCE**
A SCHOUTEN & NELISSEN COMPANY



Results

- Your colleagues will benefit from your authentic contribution to the team
- Your colleagues will view you as a decisive, self-reflected team member
- Your colleagues will respect your boundaries and value your insights

Competences

In this training you will be working on the following competence(s):

- Flexibility/adaptability
- Planning and organizing
- Self knowledge
- Self-development
- Self-direction

We all have the potential to become effective self-starters and use our time and talents more effectively. Ready to take charge, make stronger choices and live with greater authenticity and impact? This course gives you the skills you'll need along the way. It is open to any managers and individual performers interested in achieving a new level of personal effectiveness.

Participants

The maximum group size for the training course is 12 participants.

Course description

What will you learn

Becoming an effective team player or leader starts with being able to effectively manage yourself. And effective self-management is all about making powerful, proactive decisions. Will you decide to focus your strengths on where they have the biggest impact, or will you allow your energy to be drained by forces beyond your control? The choice is yours.

After examining the fundamentals of personal effectiveness, this course opens you up to the skills necessary for thriving within teams. With personal accountability and authenticity, you will discover how powerful your contribution to teams can be. As a result, you will be able to accomplish more than before while experiencing greater satisfaction.

Program path





Some of the self-effectiveness strategies covered in this course include defining goals through self-reflection, decision-making, and self-awareness, knowing when to say 'yes' and how to say 'no', and understanding your strengths and where to apply them. You will also learn about identifying areas for improvement, learning to stay 'in the moment' and remain focused and open-minded, and understanding and avoiding unconscious bias.

Additionally, the course will cover developing your communication and networking skills, mastering active listening, positive assertiveness, and asking powerful questions, as well as benefiting from giving and receiving constructive feedback, and understanding your role in teams while building stronger ties with others.

Training method

The Core program is a blended learning journey that forms the foundation for your skills. Relevant for professionals who are new to a skill and are ready for an in-depth learning experience. It is a 11-week program where you will receive ongoing support by a facilitator. During the 11 weeks you will get 1 day of group training, virtual peer coaching and online learning sessions.

Accreditation

Relevance Learning has been awarded as a gold accredited learning provider by LPI (Learning and Performance Institute). This badge is received for its commitment to high quality process improvement in the provision of learning, development and training services to clients.

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Certificate

On completion of the training course and subject to attendance and active participation, Relevance Learning will award a certificate. Our certificates are highly regarded in the business community.

Duration

Training Days

The Core program is a blended learning journey (in partnership with CrossKnowledge) that forms the foundation for your skills. Relevant for professionals who are new to a skill and are ready for an in-depth learning experience. It is a 11-week program where you will receive ongoing support by a facilitator. During the 11 weeks you will get 1 day of group training, virtual peer coaching and online learning sessions.



Face to face training set-up:

- Week 1 Welcome Kick-off session and 360 effect scan
- Week 2 Online Learning
- Week 3 Online Learning
- Week 4 Online Learning
- Week 5 Face-to-face training from 9:30 AM to 5:30 PM
- Week 6 Online Learning
- Week 7 Virtual Peer coaching
- Week 8 Online Learning
- Week 9 Online Learning
- Week 10 360 Effect Scan
- Week 11 Online toolkit, certificate and evaluation

Virtual training set-up:

- Week 1 Welcome Kick-off session and 360 effect scan
- Week 2 Online Learning
- Week 3 Online Learning
- Week 4 Virtual facilitator led training 1/2 day
- Week 5 Online Learning
- Week 6 Virtual facilitator led training 1/2 day
- Week 7 Online Learning
- Week 8 Virtual Peer coaching
- Week 9 Online Learning
- Week 10 360 Effect Scan
- Week 11 Online toolkit, certificate and evaluation

Investment

Training course

The price of the training course is € 1.500,00 (excl. 21% VAT).

Do you pay the invoice yourself? Then you automatically get a beneficial advantage. No 21% VAT will be charged. The price will then be € 1.500,00.

Facility costs

The price for the use of the accommodation, coffee/tea and an extensive lunch buffet is € 95,00 (excl. VAT). You obviously do not pay any facility costs if you choose the online course in the 'virtual class'.

Payment method

You or your organization will receive a digital invoice from Competence Training Institute – a Schouten & Nelissen company, which can be paid via bank transfer. Or use the payment link in the email for an internet or credit card payment (Mastercard or Visa). Please ensure that payment is made within 30 days of the invoice date and at the latest before the first day of class.

Terms & Conditions

Our current terms and conditions are displayed at www.competence.org/terms-conditions.

Current start and registration dates

You can register for this training course at www.competence.org/CPPE. For questions or help with registration contact info@competence.org or call + 31 (0)418 682 938.



Additional information

Reserve your place

You can book an optional seat in the training you prefer. This will be valid for two weeks. This assures you of participation even if you cannot decide now. Book your option on our website or call + 31 (0)418 682 938.

Incompany

Do you wish to do this training course together with colleagues? We also provide incompany training courses. We can develop training programs specially tailored to your organization's needs. For more information on tailor-made and in-house programs: Call + 31 (0)418 682 938 and book a telephone consultation.

Free consultation

Unsure whether this training program fits your learning needs? Our program advisors will be pleased to support you in making the right choice. You can call them on + 31 (0)418 682 938 on working days between 8.00 AM and 5.30 PM.

About Competence & SUAS

Your talent is the focus

SUAS and our international brand Competence are committed to talent. Whether it is your talent or that of your team or organization, we develop talent by means of training, coaching and consultancy. This way we can contribute to your personal success and the success of your organization.

Continuous learning

Our approach goes beyond classical training. Your learning is optimized by continuously working to achieve your own learning goals.

The best training, from the best trainers

At Competence & SUAS you are trained by the best trainers. Professionals, trained in behavioral science and with broad experience in group-dynamic processes. Our trainers develop your awareness of your own abilities and help you to develop new skills and behaviors. Their style is down-to-earth and direct, with a strong focus on practical applications. They are also always abreast of and utilize the latest insights in their field.

Choose for quality

Competence & SUAS stand for quality and permanent, positive results - since 1980. This has led to various recognitions and accreditations: Such as CEDEO, ISO 9001, ISO 27001 and NVAO. We are also a member of several industry associations such as NRTO.

Training programs throughout Europe

Competence & SUAS offer you training at more than 30 locations in Europe. Our locations have been selected on the basis of accessibility and quality. And, as many of our training courses start on a weekly or monthly basis, you can start working on your personal development immediately! Start dates and locations can be found on our website www.competence.org. Please contact us if the location or date that you want is not listed. We will schedule extra



training programs in response to sufficient need.

Contact

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Planned events

Do you wish to register or if you would like more information about the start dates? Call +31 (0)418 682 938.

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