



ZING365
Learning without limits

PERSONAL EFFECTIVENESS

WHAT WE WILL COVER

- Identify the best way to manage yourself through change
- Create a personalised plan to keep you on track and get things done
- Enhance your existing skills to help you achieve more
- Ask your peers for feedback and understand their response as well as how it can help you
- Demonstrate effective time management skills
- Understanding how you are in control of what you do and how you do it
- Make small changes to create a big impact

SUMMARY

Understanding how you can manage your day and complete your tasks is a key skill in today's multifaceted work place. There is change almost everyday and this can be unsettling for some.

Managing yourself has never been more important and identifying your unique skills so valuable.

In this session you will discover how you utilise the time you have and how small changes can create a more controlled and effective you.

With a growth mindset, understanding yourself and the environment that best supports you, discovering how effective you can be will help you achieve more.

OBJECTIVES

By the end of this course you will;



Identify how you manage change and the resources you already possess



Create a personalised plan on how you can be more effective



Understand what type of learner you are and how you can maximise the working environment



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