GLOBAL TRAINING INSTITUTE

Personal Skills for Professional Excellence



GTI - Coordination Office and International Relations (Accredited Programs)

Course Description

The Personal Skills for Professional Excellence training course is designed to equip participants with essential interpersonal skills and leadership capabilities necessary for thriving in today's competitive landscape. This course emphasizes the importance of personal development, effective communication, and collaborative strategies, enabling professionals to build productive relationships and foster a culture of excellence within their organizations.

Who Should Attend

This course is suitable for a broad range of professionals, particularly those seeking to enhance their personal skills and effectiveness in the workplace. It is especially beneficial for:

- Professionals at all levels aiming to improve their personal skills
- Individuals looking to enhance their reputation and credibility
- Employees identified as 'high potential' or 'fast track' management candidates
- Individuals preparing for supervisory or managerial roles

Course Objectives

By the end of this training course, participants will be able to:

- Recognize personality traits and implement strategies that enhance personal and collaborative success.
- Manage conflict and apply interpersonal strategies that facilitate productive outcomes.
- Utilize basic tools and templates that encourage creativity and innovation.
- Evaluate current team performance and identify actions for improvement.
- Synthesize ideas to create a roadmap for future personal leadership development.

Course Content

Building a Positive Self-Image

- Techniques for enhancing self-esteem and confidence in professional settings.

Establishing Empowering Beliefs

- Methods to cultivate a mindset that supports personal and professional growth.

Neuro-Linguistic Programming (NLP) and Optimism

- Using NLP techniques to foster a positive outlook and achieve desired outcomes.

Proactivity as a Core Competence

- Understanding the significance of taking initiative in the workplace.

Psychological Profiling

- Exploring personality assessments to better understand behavior and performance.

Time Management and Prioritization

- Essential skills for managing time effectively and focusing on critical objectives.

Transformational Goal Setting

- Transitioning from SMART to SMARTER objectives for improved performance.

Leading Productive Meetings

- Techniques for managing diverse teams and facilitating effective meetings.

Conflict Management Strategies

- Approaches for managing and resolving conflicts constructively.

Harnessing Diversity for Team Success

- Valuing diversity and leveraging it to enhance team performance and productivity.