

Syllabus

COURSE SPECIFICATIONS

DURATION

Training is given in 2 days (12 hours)

(The content and the duration of this session can be adapted for a personalized on-site training.)

TARGET AUDIENCE

People who want to acquire a method to ensure that they achieve their goals for a significant and satisfying individual productivity.

DELIVERY METHOD :

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities

Follow-up available (Optional)

CERTIFICATION

Training Certificate

ACCREDITED BY EMPLOI-QUÉBEC

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Corporate Training

"Personal Effectiveness" Series

Achieving Goals

DESCRIPTION

This course is designed for people who want to increase their efficiency in achieving their goals.

Participants to this training session will learn how to better define their goals in order to achieve them. They will also learn about methods that will help them develop an action plan, foresee challenges, verify every step toward their goal, and make sure they stay motivated.

OBJECTIVES

Allowing the participant to:

- Understand the dynamics of individual productivity
- Identify and define realistic goals
- Analyze personal qualities and skills
- Acquire the tools and techniques required to develop an action plan

COURSE CONTENT

Determining Your Goals

- The goal determination process
- Defining goals
- Assertiveness & visualization techniques

Identifying Your Emotions

- Developing self-confidence and a positive self-image
- Managing your feelings
- Understanding the influence exerted by your personality, beliefs and values

Accompanying Change

- Turning problems into solutions or opportunities
- Choosing and getting involved
- Identifying restricting beliefs

Putting Together an Action Plan

- The process
- Assessing the pros & cons
- Determining possible challenges
- Stepping into action & staying motivated
- Measuring your progress
- Eliminating procrastination & strengthening self-reliance