



Self Development • Work Effectiveness • Gaining & Maintaining Employability

The effectiveness of your organization is dependent upon the effectiveness of the human resources at all levels. With the vibrant change in the economy moving toward the Knowledge based, your workers have to be kept vibrant and current in order that your organization can be vibrant, and current. The ultimate goal is organization success, achieved through people.

The main aim of this module is to develop individuals in the area of their self mastery competence so that there are able to manage their lives and work with efficiency, thereby improving their personal performance, ultimately contributing to the organization performance.

PERSONAL EFFECTIVENESS focuses on the development of life skills to enhance an individual's effectiveness at the workplace and helping the individual achieve higher performance and stay and gain employability in the rapidly changing work environment

Operations Level: 5 main areas of competencies are:

- **GOAL SETTING** : The ability to understand and establish self goals & aspirations and aligning them to the broad goals of the organization
- **WORKPLACE SKILLS MANAGEMENT**: Managing oneself in work priorities and time at the workplace and one's ability to handle stress
- **BALANCE WORKLIFE**: The ability to maintain a healthy work life harmony
- **FINANCIAL PLANNING**: Managing oneself in the area of personal finances
- **GAIN & MAINTAIN EMPLOYABILITY**: Being an 'Effective' worker in the area of maintaining employment and continuous learning towards contributing vertically & laterally in the organization and gaining employment in current and new environment

Programme Objectives:

At the end of the programme participants will be able to:

1. Increase their level of self awareness through the discovery of personal values, qualities, abilities, interests and aptitudes
2. Identify their personal goals and align their job needs and expectations according to the current environment and align self goals and organization goals
3. Acquire skills in work prioritizing and time management and managing work stress
4. Increase their awareness in work life harmony, striking a healthy balance with work and family life and maintaining a healthy state of mind and body
5. Acquire the skills of career planning and identify job opportunities and job responsibilities

Assessment:

Formative Assessment will be conducted during class for all participants to qualify for the *Statement of Attainment*. On-Going /Work-based assessment will be implemented* by Training Vision as a tool to monitor and track Staff Development. The staff will be briefed on the purpose of the various assessments and these assessments will be conducted in a non-threatening manner so as to encourage staff participation and confidence.

* based on critical mass as online computerized system on competency-based assessment will be used.

Program Outline

- **Establishing Personal Goals and Aligning them to Organization Goals**
 - Self Discovery - personal values, qualities, interests, abilities and aptitudes
 - Establish personal goals and priorities in life and setting a pathway to attaining them
 - Understanding one's roles and responsibilities within an organization and how one can help contribute to its success
 - Knowing one's organizational goals and priorities and factors that affect its operations
 - Motivating myself to accomplish my personal goals and aligning them to the organization's goals

- **Motivating Yourself Into Performance**
 - Are you motivated
 - Needs assessment in motivation (Instrument)
 - Determining your values and work culture
 - The Choice is In Your Hand

- **Management of Work & Time At the Workplace**
 - Relationship between work and themselves
 - Importance of good work habits
 - Identify job tasks and prioritise according to work goals
 - Managing your time/priorities effectively

- **Management of Stress**
 - Ability to recognise the various areas of stress and its signs and symptoms
 - Determine one's capacity to face the different types of stress through self-assessment instruments
 - State ways to manage stress with practical solutions to achieve the aim.
 - Develop a personal stress management programme for action.

- **Maintaining Work-life Harmony**
 - Defining the balance work Life
 - Identifying work and family responsibilities
 - Steps to staying in balance
 - Improve productivity and reducing stress through quick and effective planning and organization
 - How to maximize time in your relationships: -At Work - With Family - Friends - Yourself
 - Effectively adjusting your work life balance

Program Outline

- **Healthy Finance Planning**
 - Understanding the concept of Finance management
 - Interpreting information and application of various financial components e.g. bill; taxes; credit facilities budgeting
 - Your Key to “debt-free” living and financial freedom: some tips and principles
 - A personal Financial Tool to a healthy monthly balance
Tool: Finance Planning Tool

- **Skills to Gain Employment (this session will be removed or customized for in-house groups)**
 - Identify procedures for career planning and self assessment
 - Understand the current job market and opportunities
 - Needs and expectation in getting the right job.
 - Understanding the qualification and criteria in job identified
 - Getting the Right job you want: Searching; application and attending interviews
 - All about reading and interpreting employment contract and union agreement
 - Understanding what’s in an employee handbook, personal policies and job manuals
 - Dress right for impact!

- **Skills to Maintain Employment**
 - Understand my organization
 - Critical behaviours and attitudes that are valued by organization
 - How I see myself and my work : what is my K.A.S.H.?
 - Knowing company’s operating policies, quality standards and procedures
 - Knowing the performance review system
 - How can I contribute in performance review

- **END OF PROGRAM**
 - Post course evaluation to assess the transfer of learning
 - Programme evaluation



Personal Effectiveness

work skills qualifications • employability skills system

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PERSONAL EFFECTIVENESS focuses on the development of life skills to enhance an individual's effectiveness at the workplace and helping the individual achieve higher performance and stay and gain employability in the rapidly changing work environment

Supervisory Level: 4 main areas of competencies are:

- **GOAL SETTING:** The ability to understand and establish self goals & aspirations and aligning them to the broad goals of the organization
- **WORKPLACE MANAGEMENT SKILLS:** Managing oneself and team in work priorities, time management and managing stress at the workplace;
- **BALANCE WORKLIFE:** The ability to maintain a healthy work life harmony
- **FINANCIAL PLANNING:** Managing oneself in the area of personal finances

Programme Objectives:

At the end of the programme participants will be able to:

6. Increase their level of self awareness through the discovery of personal values, qualities, abilities, interests and aptitudes
7. Identify their personal goals and align their job needs and expectations according to the current environment and align self goals and organization goals
8. Acquire skills in work prioritizing and time management and managing work stress
9. Increase their awareness in work life harmony, striking a healthy balance with work and family life and maintaining a healthy state of mind and body

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 - Understanding one's roles and responsibilities within an organization and how one can help contribute to its success
 - Knowing one's organizational goals and priorities and factors that affect its operations
- **Improving Self Concept And Personal Attitude**
 - Motivating myself to accomplish my personal goals and aligning them to the organization's goals
 - Needs assessment in motivation (Instrument)
 - Aligning needs & motivation
 - The Choice Is In Your Hand
- **Management of Work & Time At the Workplace**
 - Relationship between work and themselves
 - Importance of good work habits
 - Identify job tasks and prioritise according to work goals
 - Managing your time/priorities effectively
 - Managing your subordinates' time and work
 - Delegation of task
- **Management of Stress**
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Tool: Finance Planning Tool
- **END OF PROGRAM**
 - Programme evaluation