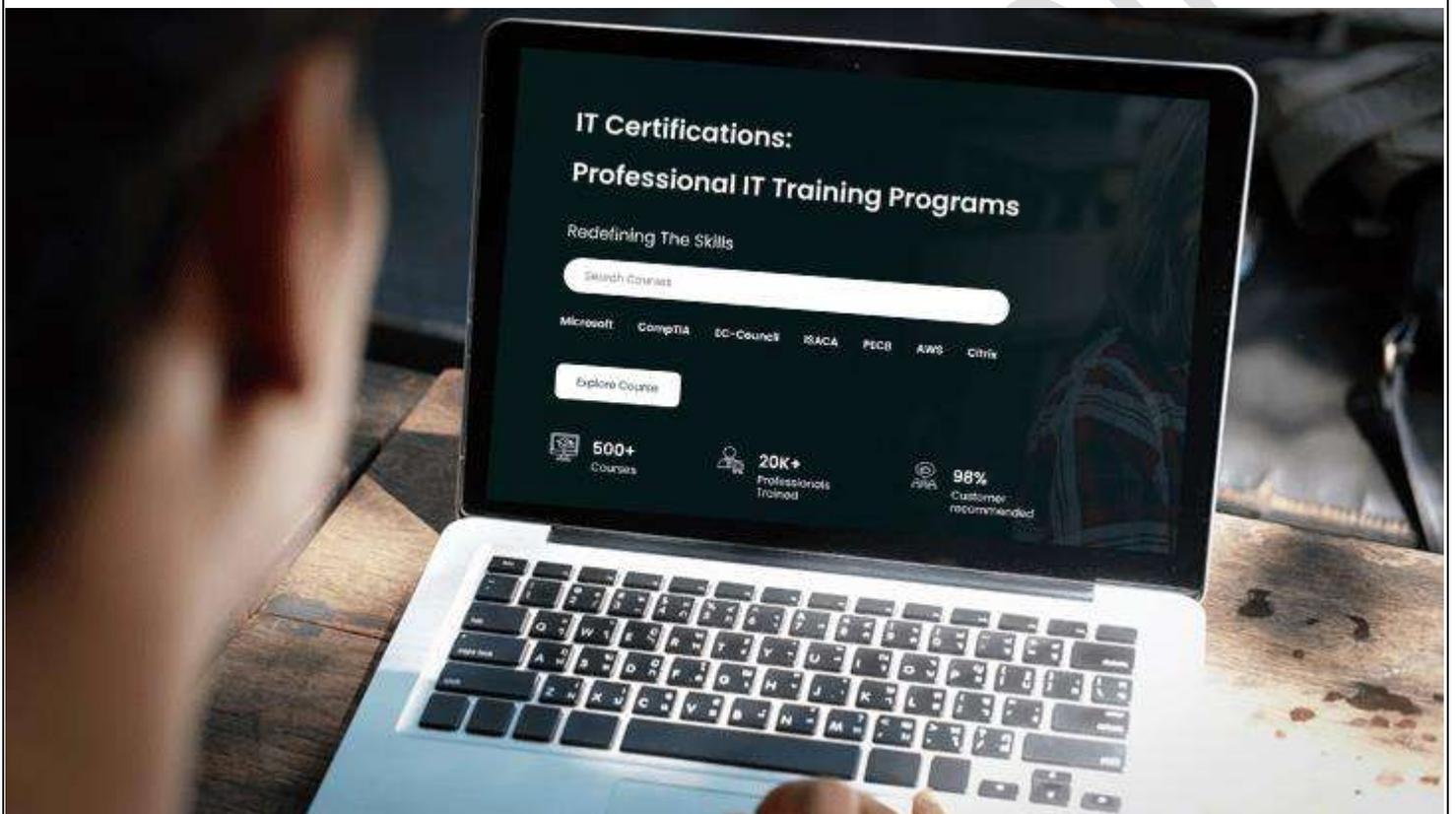




Redefining The Skills



# PERSONAL SKILLS TRAINING FOR PROFESSIONAL EXCELLENCE TRAINING

**Duration: 3 Days**

### **Course Description**

Unlock your full potential with our Personal Skills Training for Professional Excellence program. Our comprehensive training is designed to enhance your professional skills and help you thrive in today's competitive job market. Imagine effortlessly navigating the complex dynamics of the workplace with our conflict resolution strategies. With our personalized approach, we tailor the training to your specific needs and goals for maximum impact on your professional development.

### **Benefits of Personal Skills Training for Professional Excellence Course benefits:**

- Improve your communication and interpersonal skills.
- Improve your leadership and teamwork skills.
- Develop problem-solving and decision-making skills.
- Strengthen your self-confidence and emotional intelligence.
- Increase productivity and efficiency in the workplace.



### **Public Speaking Training Delivery Methods**

- In-Person
- Online

### **Why Get Trained By The Best (Microtek Learning)**

- **Expert-led teaching:** Benefit from training delivered by industry experts with practical experience.
- **Comprehensive curriculum:** Access a wide range of courses covering various technical areas and certifications.
- **Hands-on learning:** Participate in practical exercises and labs to reinforce theoretical concepts.
- **Career Advancement:** Acquire in-demand skills and certifications to enhance your professional profile.
- **Flexible learning options:** Choose between face-to-face classes, virtual training or on-demand training, depending on your schedule and preferences.
- **Exceptional support:** Receive personalized guidance and support throughout your learning process.
- **Trusted Reputation:** Rely on Microtek Learning's reputation for delivering high-quality training.

## **Curriculum**

### **Module 1: Introduction**

In this module you will learn more about:

- The key characteristics of professional people
- The components of personal effectiveness

### **Module 2: Recognizing your strengths and realizing your potential**

In this module you will learn how to:

- Assess your talents, personal style and areas for development
- Apply the multiple intelligences model
- Assess your natural talents and personal values

### **Module 3: Building your professional effectiveness**

In this module you will learn how to:

- Work with ethics and integrity
- Understand the core elements of professional excellence
- Recognize the source of your professional power and develop it further
- Apply a proactive approach to building your power

### **Module 4: Working productively with others**

In this module you will learn how to:

- Recognize limiting beliefs and personal inhibitors
- Improve your emotional intelligence (EI)
- Understand the dynamics of human interaction
- Interpret language and behavior to understand motives and intentions
- Deal with different personal styles

### **Module 5: Achieving results in pressure situations**

In this module you will learn how to:

- Work with difficult employees
- Make your meetings constructive and professional
- Understand different personal styles and adopt a collaborative approach

### **Module 6: Building a professional reputation**

In this module you will learn how to:

- Network to increase your influence
- Develop your personal brand
- Demonstrate political intelligence
- Manage the power and politics in your organization
- Be assertive without aggression
- Defuse disagreements through active listening

### **Module 7: Achieve the results you want**

In this module you will learn how to:

- Harness the power of positive psychology
- Develop short-term coping mechanisms for stress
- Align your strengths with your purpose
- Find balance and become the best version of yourself

## **Module 8: Setting the framework for success**

In this module you will learn how to:

- Choose your personal and professional future
- Look at the big picture and set goals for the future
- Address resistance and ingrained patterns that may get in the way of your goals
- Commit to an action plan to achieve your goals

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*For any query Contact Us – Microtek Learning*

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