

Personal Effectiveness

Theory and Practical
1 Day



Content Outline

Topics for discussion

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- 02 Course Content
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- 04 Financial Options



Course Overview

Personal effectiveness is a strategy that helps you to influence and achieve your desired results. It allows you to become a more confident person. Personal effectiveness is also a strategy which does not only provide you with leadership skills, but also improvement of communication, organization as well as time management skills needed in the workplace.



Course Content



You will learn :

- How to identify your priorities
- Adopt a good attitude
- Time Management/Productivity skill
- How to complete a Personal SWOT Analysis
- How to effectively manage stress



Awarded by

Course Completion Certificate awarded by Acudemy .

ARE ANY FINANCIAL OPTIONS PROVIDED?

- Further discounts for upfront payment.
- Instalments also available.



Questions or comments?

Get in touch!

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