



Developing Personal Effectiveness with Positive Skills Workshop

15 – 19 November 2026
Online



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Ref: 8160_297284 **Date:** 15 – 19 November 2026 **Location:** Online **Fees:** 1900 Euro

Introduction:

One major key to success in the business world is applying discipline to your life and actions. This personal effectiveness and productivity skills workshop is the key to developing personal effectiveness and professional excellence.

As S. N. Bremer said, Self-mastery is the greatest task to which man has ever set his hand. Self-development can be achieved after we control ourselves by operating and controlling our thoughts.

Aldous Huxley commented that there is only one corner of the universe you can be certain of improving: yourself! This personal effectiveness and productivity skills workshop highlights the importance of personal effectiveness in professional development.

Whether you realize it or not, you carry within yourself a mental blueprint and a picture of yourself. All of our actions, feelings, behavior, and even abilities are consistent with our self-image. Your self-image is either your life handicap or your auto-pilot for success.

Denis Waitley, the well-known motivational speaker and performance trainer, sums it all up when he says, "Ultimately, what shapes our self-image is not so much what happens to us as what happens in us! Perhaps more than any other quality, healthy self-esteem is the door to high achievement and happiness.

This personal effectiveness and productivity skills program is designed to prepare and equip each person with the discipline, positive mindset, and motivation to maximize their incredible personal potential. This is an essential aspect of personal effectiveness in personal development.

Enhancing Personal Efficiency and Effectiveness:

Personal efficiency and effective personal productivity are integral to achieving professional success. Developing personal effectiveness is not merely about enhancing one's skills but also about fostering leadership development and leveraging personal effectiveness in day-to-day activities.

A core theme of this personal effectiveness and productivity skills workshop is understanding the work effectively and applying strategies for improving effectiveness at work.

Improved communication skills and personality development are facets of personal development that can significantly improve personal and organizational success. Participants will engage in personal effectiveness skills training, unlocking the fundamentals of effective work.

By the end of this personal effectiveness and productivity skills workshop, each individual will have a tangible plan to develop personal effectiveness and contribute to leadership development and personal effectiveness within their respective roles.

Targeted Groups:

- Managers, Supervisors, and Team Leaders.
- Also, this personal effectiveness and productivity skills conference suits all employees in all departments and levels.

Workshop Objectives:

At the end of this personal effectiveness and productivity skills Workshop, the participants will be able to:

- Develop in the areas of personal effectiveness and character empowerment that are required in today's global economy.
- Build these empowerment skills to achieve excellence in every area of personal and corporate life.
- Highlight the 90% People Factor, contrasting the 10% Performance Factor.
- Equip and maximize their potential, develop positive habits, and thus increase their productivity in the workforce.
- Understand the significance of their self-image.
- Understand the 6 basic psychological needs of man.
- Know how to control and discipline their mind.
- Discover how to bring personal character change.
- Build up a positive inner belief system.
- Know how to practice effective interpersonal relationship skills.
- Practice having a positive mental attitude.
- Practice positive word empowerment.
- Work and develop a transformational vocabulary.
- Implement a proactive lifestyle.

Targeted Competencies:

At the end of this personal effectiveness and productivity skills conference, the target competencies will:

- Knowing how to direct your conscious and subconscious mind.
- Learn how to overcome negative thinking and a restrictive past.
- Developing an improved self-image.
- Increasing your confidence.
- Develop a daily, disciplined lifestyle.
- Practicing mirror motivation every day.
- Practice speaking our positive and encouraging words.
- Increase showing appreciation to others.
- Learning to develop a positive mental attitude.
- Become proactive-conscious.

Workshop Content:

Unit 1: Mind Empowerment:

- What does the word "think" really mean?
- Thought precedes all action.
- Roger Bannister's program to break the 4-minute mile barrier.
- Understand the power of your conscious, subconscious mind.
- Realize the power of your imagination.
- Understand the significance of teleological thinking.
- How do we deal with disempowering thinking?
- How to use the Replacement Principle?
- How do you create a disciplined character?

Unit 2: Self-Image Empowerment:

- Understanding who you are.
- What is your Self-Image?
- Discover the one prime cause for success or failure in life.
- Release yourself from other people's expectations.
- Know the power of discovering your self-image.
- How to overcome a low self-image.
- Discover the power of choice.
- How to build your self-esteem.
- See what creates your Screen of reality.
- How do you see yourself?
- Realize that nothing has any perspective other than what you give it.
- Check your train of emotional thought.
- How do you process an event?
- See how your choice affects your circumstances.
- Create a new picture of a new you.
- How to develop a healthy self-esteem.

Unit 3: Attitude Empowerment:

- What does "attitude" really mean?
- What is the 85% x 15% attitude success factor?
- Understand the importance of attitude adjustment.
- Mallory's failed expedition to Mt. Everest.
- How to Maintain the Right Attitude?
- Associate with Positive growing people.
- Listen to and read daily motivational materials.
- Enjoy the medicine of real laughter.
- Have a fresh and new attitude in everything you do.
- How do you create a disciplined character?

Unit 4: Word Empowerment:

- Every word you speak releases power.
- Every declared word is empowered positively or negatively.
- How can your words build up or destroy a person?
- Learn what sort of words encourage and build up people.
- When you open your mouth, your mind is on parade!
- How to make wise decisions.

Unit 5: Appreciation Empowerment:

- One of the six basic psychological needs of man.
- Why is appreciation so important?
- Learn the attitude of gratitude.
- Express appreciation to those you work with.
- Discover the statements that build appreciation.
- Learn how to express appreciation in a variety of ways.
- Learn how to make appreciation a vital part of your life.

Unit 6: Motivation Empowerment:

- What does the word "motivation" really mean?
- Learn what motivates you and what motivates other people.
- What happens when you are personally motivated?
- Find out the key factor in 100 surveys of successful business persons in the world" surveyed.
- What does motivation do? Discover the 10 powerful results!
- Discover the medical findings and physiological impact that motivation brings to the body.
- Find out why we lose motivation.
- Learn the 3 major steps of motivation empowerment.
- How to be action-oriented?
- Develop a proactive lifestyle.