



PERSONAL MASTERY (2 DAYS)

INTRODUCTION

Personal mastery is *foundational* to human growth and maturity and affects both individual and team performance. It requires support staff, team leaders and managers to assess and apply the knowledge of themselves to understand, motivate and manage people often within situations of conflict and interpersonal differences.

Personal mastery involves seeing objective reality and aligning our subjective values with principles. Principles are guidelines for human conduct that are self-evident and have proven to have enduring value. Aligning personal values with these enduring principles result in inward strength of character, genuine caring, serving and increased productivity.

“Sustained superior performance comes from focusing on achieving results and building capacity”, says Stephen Covey. This interactive workshop teaches the key principles of success and productivity through personal mastery practice, using skills and steps that need to be consistently applied to positively change personal performance and that of others.

The knowledge can transform personal and working environments to create successful organisations and the people within them and can be used in a personal way or as an aspect of organisational growth and development. This two day programme will enable delegates to build better relationships, create balanced healthy lifestyles, and increase their productivity and effectiveness as individuals and team members.

REFERENCES

“I always doubted myself as far as realising my dreams and acting on making them real. I am ready to redefine and reinvent myself & my goals.” ~ Refilwe Miller (Road Accident Fund)

“Made me realise that I need to redefine my values & I’ll be taking my power back (I gave it away in my personal life).” ~ Eliza Hugo (Sasfin Premier Logistics)

“Trainer’s ability to deliver a course with relevant material and extremely good execution.” ~ V. Himraj (Robert Bosch)

“Course content was excellent and very relevant.” ~ Michelle Velayudum (T-Systems)

“Helped me give some thought to what my purpose, my passions, values are and how these need to be aligned to what I do daily.” ~ Itumeleng Monagens (Deloitte)

WHAT THIS COURSE CAN DO FOR YOU...

- Demonstrate knowledge and understanding of self to strengthen performance
- Understand the principles of creating personal power and self-mastery
- Build a personal development plan for performance through the right thought, belief and action
- Identify your strengths, value and purpose for yourself and the organisation
- Deal with conflict and interpersonal differences through greater personality awareness
- Motivate self and others through positive attitudes and environments
- Apply the principles of success in a practical business context

TARGET AUDIENCE

All individuals who have a curious mind, are successful, would like to become more so and are committed to the continuous improvement of everything they do. Those that seek to:

- realise more of their potential.
- improve their personal performance
- become better team members
- become a meaningful part of their organisations.

COURSE CONTENT

Personal Mastery A Journey

- Defining Personal Mastery and its role in personal and business success
- Understanding why it is foundational self and leadership growth and maturity
- Identifying the creative capacity and productivity of Creative Tension
- The role of discipline, habits and coaching as aids to your growth
- Undertaking your SWOT analysis to explore your potential

My Values

- Understanding how our beliefs and values impact our decisions
- How values guide and direct individual and organisational behaviour
- Identifying your personal values and principles
- The impact of choice and how the quality of your choices shapes your future success

My Past

- How our past and beliefs affect the way we think and limit what we can achieve
- How to change our self-talk so that it is inspiring and productive
- Experiencing how our perceptions guide our decision making

My Present

- Understanding the need for emotional intelligence skills
- Personality styles; understanding yourself and others which leads to more effective interaction and more productive relationships
- How everything rises and falls with attitude; the components of a success attitude
- Personal power, increasing our ability to take action and produce results
- Undertaking your SWOT analysis to identify and grow your personal power
- Defining Fear and transforming it into power

Work / Life Balance

- The energy dynamics of performing at your best, and identifying your energy leaks & drains
- The balanced model approach to optimal performance
 - Self / Relationships - knowledge of self and interaction with others is the glue to life
 - Health & Wellness - sustainable optimal performance comes through awareness
 - Mental Intellect - exercise and challenges stops mental aging and decline
 - Spiritual / Purpose - creating a values driven life
 - Return on Investment - in both financial and non-financial terms
- The importance of Optimal Health and the laws of health that we need to work with
- Understanding how stress impacts us and those around us and how to manage it more effectively

Personal Productivity

- Personal intent, sustaining superior performance through goals, planning and building capacity
- Establishing priorities and leveraging the 80/20 rule and Ivy Lee method
- Gauging your time and increasing productivity through time blocking and daily scheduling
- Maximising your productivity through a personal effectiveness checklist

Personal Perspective

- Faster results through gratitude and appreciation
- Why happiness is necessary for productivity

Personal Mission

- Creating a written summation of what you are and what you want to do, which will then help activate power that will move you towards fulfilling your goals and aspirations

Personal Vision

- Identifying and crafting a practical and inspiring personal vision statement that reflects your values and your aspirations
- Creating a work / career vision statement the reflects your personal vision and values so as to ensure future business clarity and focus

Personal Development Plan

- Assessing the overall balance and integration of all aspects of life in order to live and achieve your vision, manage stress and lead happier lives
- The power of goals and identifying the performance barriers that may be hindering them
- Creating value driven action and daily habits plans to attain the performance goals identified
- The power of accountability and how you can use it as a tool to push yourself into action and growth
- Why happiness is necessary for productivity
- Accountability Log - how to shorten the cycle of growing your Personal Mastery when you are accountable to others

Personal Accountability & Commitment Plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role-plays
- Break-away sessions
- Relevant business exercises
- Presentations
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through ‘doing’ where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

KWELANGA BUSINESS & EXECUTIVE COACHING

Kwelanga Training now offers coaching on a one-to-one or team coaching basis. Issues covered are chosen by the organisation or the individual to ensure maximum focus is given to achieve measurable outcomes.

Coaching provided by certified professional business and executive coaches is key in transforming management and support staff's excellent performance to peak performance.

For further details contact:

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