Personal Effectiveness

(Decision Making & Self Mastery)
RET-PMD-4005-1.1

Competency Element

Undertake self-assessment in relation to one's performance and leadership style, evaluate current and future requirements of one's work roles and maintain currency of knowledge in required areas of technical and managerial expertise

Knowledge

At the end of the workshop, the participant will *Know:*

- Legal and ethical considerations relating to organisational communication and decision-making
- Organisational policies and procedures relating to organisational communication and development of professional competence
- Relationship between high level strategies and the development and implementation of business plans and processes at departmental level
- Types of decision-making models, methods and techniques
- Implications and impact of communication processes on stakeholders
- Implications and impact of one's leadership style and capabilities on employees and the organisation

Abilities

At the end of the workshop, the participant will *be able to:*
- Use appropriate methods of communication to delegate responsibilities and duties to team leaders
- Seek feedback from team leaders to enhance team cohesion and ensure common understanding of goals and requirements
- Use effective communication techniques and behaviours to demonstrate the organisation's values and ethics
- Contribute to the development of implementation plans to support strategic priorities and facilitate decision making processes to garner support for the implementation plans
- Address barriers to communication to improve collaboration and effectiveness when working with team leaders
- Influence team leaders to pursue actions to support the achievement of the organisation's strategic priorities

Intended Audience

Participants interested in Leadership and People Management; participants of organisational Talent Development / Retention Program / New Manager Program and professionals interested in personal development.

Methodology

This workshop will be conducted with a good blend of lectures, interaction, role plays, mapping out self-development path, experience sharing and SSG assessments.

Duration: 2 days