



@ASK Training
Attitude | Skills | Knowledge

The 7-Ups to Personal Effectiveness

Course Code:
ASK7UP

Course Duration:
1 day (8 hours), 9.00am - 5.00pm

Course Fee:
\$600 (\$648 Inc. 8% GST) per participant

Course Venue:
Hotel

Course Dates:
<https://asktraining.com.sg/course-calendar/>



Course Synopsis

Personal Effectiveness means winning the respect, confidence and co-operation of others. Being personally effective can go a long way in achieving success in life. In our course, The 7-Ups to Personal Effectiveness, we will teach you how to enhance your personal effectiveness in 7 steps.

How should we define success? To many people, success is most commonly associated with social constructs of status, such as having a fulfilling marriage, material comfort and a successful career to boot. However, spiritual beings may simply deem success as the ability to make a positive and lasting impact on someone else's life.

Most of the time, people define success by quoting the profound words of famous personalities. However, the definition of success should come from within due to it being highly personal and subjective to start with. In this course, we will adopt the following definition of success, i.e. Success means having a vision to be the best that you can be!

Some of us like to reflect on past glories and use them as fuel for future success. Indeed, lessons from the past can inspire future success. However, our focus should be on the micro moments in life that we are living out right now! We should be active participants instead of passive spectators in the shaping of our own future. 7-Ups to Personal Effectiveness will constantly remind us of the need to participate actively in the shaping of our desired future so that we can all win in life!

Course Objectives

By the end of the workshop, you will be able to:

- Apply the qualities that will make them appreciate themselves better and achieve confidence and empowerment for greater productivity
- Take ownership to achieve personal and organisational goal and to live out their role to achieve excellence in all their endeavours

Course Outline

Part 1: WAKE UP

- To New Challenges
- Notice Changes That Are Happening
Screening of DVD “Who Moved My Cheese?” & Discussion

Part 2: LOOK UP

- Be Optimistic
- Look Up to Successful People
- Changing My Perspective
Screening of DVD “Look! No Arms and No Legs” & Discussion

Part 3: REACH UP

- Go for Excellence
- Go Swifter, Higher, and Stronger
- Set High Standards
- Screening of DVD “In Search of
Excellence” & Discussion
- When Communication Breaks Down – How?

Part 4: LIFT UP

- Be an Encourager
- Be Inspiring
- Use the 5 Love Languages

Part 5: WISE UP

- Bad Habits
- Unproductive Activities
- Bad Friends

Part 6: FIRE UP

- Be Passionate
- Be Committed
- Be Enthusiastic
- Screening of DVD “Fish! Philosophy” & Discussion

Part 7: ACT UP

- Act Quickly
- Take First Step
- Do it Now