

Academy of Training

Taking Care of Our Own Success

Overview

In today's challenging business environment, responsibility for managing our own career and progress has never been more important. Rather than relying on historical systems where security and promotion may have been based on experience or length of service, how we progress and how quickly that might be depends very much on us.

Enterprise, commitment and personal ownership of our progress have become increasingly important for success in our chosen career. We must not only be technically competent and knowledgeable, we must be able to demonstrate a proactiveness in the development of our knowledge and skills, set meaningful goals aligned to Corporate strategy while at the same time presenting ourselves, our ideas and the services we offer in a manner which is thoroughly professional and engenders confidence in others.

Objective

The objective of this one-day programme is to assist professionals in reviewing and updating all the key skills and knowledge for career management in a rapidly changing business environment.

Content

Topics covered in the workshop include:

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- Key habits and behaviours for personal success
- Being proactive and building personal accountability
- Initiating rather than responding to change
- Personal presentation and impact
- Identifying strengths and weaknesses
- Presenting ourselves and our ideas persuasively
- Developing a growth mindset
- Setting goals aligned to strategy
- Thinking critically and creatively
- Problem solving and decision making
- Core communication and influencing skills
- Contributing effectively in performance development conversations
- Identifying development goals and objectives
- Developing an action plan for the future.

Resultant Benefits

On completion of the workshop, participants will have a greater understanding of the role they play in their own career development and actions they may take to advance this. They will also have a greater ability to project themselves and their ideas and to promote the services of the organisation with confidence. As a result, they will enhance not only their own personal impact and career prospects but also their ability to

persuade and influence effectively so as to achieve desired business outcomes.

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