

# Personal Effectiveness

Time is one asset that cannot be replaced and, is usually in short supply. What obstacles are keeping you from accomplishing your goals and working as effectively as you want? **Increasing Your Personal Effectiveness™** is a process dedicated to improving both your personal and business lives and to assist you in managing your time effectively and efficiently.



Let's negotiate! Negotiation skills are an integral part of your career development. The key to **Persuasive Negotiation™** is to secure a Win/Win agreement. Learn these Win/Win skills through role-playing, strategies, different negotiation styles and a 5-step negotiation process. Effective negotiation leads to improved productivity, profitability and personal satisfaction.

Build success by improving each team member's productivity. **High-Performance Coaching™** is a proven coaching process that shows managers and team leaders how to improve performance. A customized action plan ensures the application of results producing coaching and mentoring approaches.



Continually improve your organization. **High-Performance Facilitation™** utilizes the resources within your company to promote more effective meetings and training sessions. Continuous learning is ongoing and develops core competencies in employees, which enables your organization to remain competitive.

**Managing Myself™** is a personal effectiveness process which can be coached one-on-one or in groups. This powerful, learner-paced program teaches people to identify and focus on their high payoff activities leading to exponential increases in personal productivity, effectiveness and feeling in control.



When people know how to communicate effectively, you can expect tangible improvements. Learn to overcome the barriers to effective presentations with **Speak Up and Communicate™**, a real time communication workshop. This group training experience produces immediate and long-lasting results for you and your organization.

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