MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

DEVELOPING PERSONAL EFFECTIVENESS WITH POSITIVE SKILLS

"Unlock Your Potential, Boost Productivity, and Achieve Excellence Through Positive Skills."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Personal effectiveness is the foundation of professional success. Individuals who cultivate positive skills such as self-motivation, time management, emotional intelligence, and resilience achieve higher performance, stronger relationships, and greater personal satisfaction.

The Developing Personal Effectiveness with Positive Skills course equips participants with practical tools and strategies to enhance their productivity, focus, and impact. Through interactive exercises, self-assessment, and behavioral development techniques, participants will learn how to leverage their strengths, overcome obstacles, and adopt a growth-oriented mindset.

This course is ideal for anyone looking to improve performance, strengthen interpersonal skills, and become a proactive contributor in both personal and professional settings.

Objectives

By the end of this course, participants will be able to:

- Understand the concept and importance of personal effectiveness.
- Identify personal strengths and areas for improvement.
- Apply positive skills such as self-motivation, resilience, and adaptability.
- Manage time, priorities, and resources efficiently.
- Enhance interpersonal and communication skills.
- Set achievable goals and maintain focus on outcomes.
- Handle challenges and stress with a proactive mindset.
- Build habits that support continuous personal and professional growth.

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Why Attend

High-performing individuals are not just skilled—they are positively proactive. This course empowers participants to develop habits, behaviors, and attitudes that maximize productivity, personal satisfaction, and workplace effectiveness. Whether you are an aspiring professional, a manager, or an individual contributor, this training will provide actionable strategies to improve performance and achieve personal and organizational goals.

Target Audience

This course is suitable for:

- Employees at all levels seeking professional growth
- Managers and team leaders aiming to enhance personal effectiveness
- Professionals in customer service, sales, and administration
- Students and early-career professionals looking to improve workplace performance
- Anyone interested in self-development and positive skill enhancement

Individual Benefits

- Improve focus, productivity, and goal achievement.
- Develop resilience, optimism, and a growth-oriented mindset.
- Enhance communication, collaboration, and interpersonal effectiveness.
- Gain practical strategies to manage time and priorities effectively.
- Strengthen confidence and problem-solving abilities.
- Build lifelong positive habits for personal and professional growth.

Organizational Benefits

- Increase overall employee productivity and efficiency.
- Encourage a proactive and positive work culture.
- Improve team collaboration and morale.
- Reduce workplace stress and enhance resilience among staff.
- Strengthen employee engagement and performance outcomes.
- Support leadership development and succession planning initiatives.

Instructional Methodology

The program uses a practical, interactive, and experiential learning approach, including:

- Instructor-led discussions and presentations
- Self-assessment exercises and personal reflection
- Role-playing and scenario-based practice
- Group activities and peer-to-peer feedback
- Action planning and goal-setting exercises
- Continuous guidance and interactive Q&A sessions

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Course Outline

Module 1: Understanding Personal Effectiveness – Key Concepts

Module 2: Self-Awareness and Emotional Intelligence

Module 3: Positive Thinking, Resilience, and Growth Mindset

Module 4: Time Management and Prioritization Skills

Module 5: Goal Setting and Personal Productivity Techniques

Module 6: Communication and Interpersonal Effectiveness

Module 7: Problem-Solving and Decision-Making Skills

Module 8: Stress Management and Work-Life Balance

Module 9: Building Habits for Continuous Improvement

Module 10: Capstone Exercise – Personal Effectiveness Action Plan

Certification

Upon successful completion, participants will receive a Certificate in Developing Personal Effectiveness with Positive Skills, recognizing their ability to enhance personal productivity, foster positive behaviors, and contribute effectively to organizational success.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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