

LEAD AND SUCCEED WITH SHAPE FOR EFFECTIVE DELEGATION

ALS-SHAPE

Duration: 2 days; Instructor-led | Virtual Instructor-led

OVERVIEW

Self-development is the process of learning new things and building new skills. It is the journey of improving oneself in every aspect, including emotions, thoughts, or behaviours. Personal development is an ongoing process of improving oneself through conscious habits and activities, with the goal of enhancing your quality of life and achieving your dreams and aspirations.

OBJECTIVES

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

- Develop effective communication, both written and verbal, to convey ideas clearly.
- Improve the ability to influence others positively.
- Improve your time management skills to boost productivity.
- Build and nurture professional relationships within and outside the organization.
- Develop the ability to identify and resolve complex issues in your domain.

AUDIENCE

Leaders and Managers

METHODOLOGY

- Pre & Post Assessment
- Lecture & Case Study
- Games and Video
- Simulation & Group exercise
- Discussion & Presentation
- Quiz & Evaluation

COURSE CONTENTS

Module 1: Personal Development

- Self-Awareness
- Networking
- Mentoring and coaching

Module 2: DOPE

- Personality assessment. Discovering yourself using DOPE (Dove Owl Peacock Eagle) test

Module 3: Discover Your Skills (SHAPE)

- Discovering your skills is an essential step toward understanding your unique abilities and passions.
- Everyone has unique talents waiting to be discovered.
- Reflect on moments when you excelled or felt proud.

Module 4: Habits (SHAPE)

- Developing habits is a powerful way to enhance your life.
- Pay attention to your existing habits. Identify one you'd like to change.
- Trust that you can build new habits. Start small and be specific about what you want to achieve.

Module 5: Ability To Lead (SHAPE)

- Effective leaders possess a combination of qualities that enable them to inspire, influence, and drive results.
- Courageous leaders make tough decisions in the best interest of their team and company.
- A leader's strong moral values build trust. Integrity involves honesty, consistency, and doing what's right even when it's difficult.

Module 6: Personality (SHAPE)

- Self-awareness – the ability to perceive and understand the things that make us who we are as individuals. It encompasses our personality, actions, values, beliefs, emotions, and thoughts.
- Personality encompasses unique characteristics related to thinking, feeling, and behaviour.
- Being aware and recognize traits like honesty, friendliness, or assertiveness.

Module 7: Experience (SHAPE)

- Our past experiences directly impact our behaviour. They shape our reactions, habits, and responses to different situations.
- By learning from both successes and failures, we adapt and evolve, shaping a better path ahead.

Module 8: Mentoring and Coaching

- Role play