

Individual Professional Development

VALUES FINDER

Learning Objectives

- Become aware of the benefits of values have in daily life and at work
- Identify how to discover values that are true to you, based on positive experiences where you have felt proud, fulfilled, and satisfied as well as Paired Comparison Analysis

Learning Outcomes

- By the end of this module, trainees will have a clear sense of the impact that values have when evaluating their lives, as well as making major decisions. They will also be able to identify values that are aligned with their life experience and narrow these down to a few core values that speak truly to whom they are

GOAL SETTING

Learning Objectives

- Learn the best practices in goal setting using different models including Self- control theory and Avoidance/Approach Goal setting
- Learn how to break your lifetime goals down into shorter-term, manageable goals

Learning Outcomes

- By the end of this module, trainees will become familiar with the importance of creating SMART goals and develop techniques to avoid deviating from progress to achieve long- term goals. They will also be able to break down long-term goals into specific short- term goals and develop daily to-do tasks which will lead them to fulfill significant milestones

TIME MANAGEMENT

Learning Objectives

- Understand how to prioritize items in your to-do list and allocating enough resources to get it done, using Eisenhower's Urgent/Important Matrix
- Learn how to manage interruptions and eliminate distractions

Learning Outcomes

- By the end of this module, trainees will be able to list their job tasks in a manner that allows them to concentrate on those tasks that lead directly to the accomplishment of the project goal by prioritizing and allocating resources accordingly

DECISION MAKING

Learning Objectives

- Assess your decision-making skills and how to improve them further using Decision-Matrix Analysis, Decision Tree analysis, and Planned Comparisons
- Make decisions by analyzing different solutions and weighing out different factors

Learning Outcomes

- By the end of this module, trainees will be able to analyze the challenges and advantages of different options and identify the consequences of each. They will also be able to gain confidence in their ability to make a decision despite any uncertainty

EMOTIONAL INTELLIGENCE

Learning Objectives

- Understand the term of empathy and self-awareness, and their presence in everyday life
- Assess your empathy and self-awareness skills and identify ways to improve them further using Daniel Goleman's 5 Elements of EQ Model

Learning Outcomes

- By the end of this module, trainees will developed a strategy to work towards a high degree of emotional intelligence and self-awareness

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