

# Personal Effectiveness at Workplace

22 August 2025 10:00 AM - 22 August 2025 05:30 PM

## Brief Overview:

Effectiveness is primarily about getting results. Excellence is all about going a little beyond what we expect from ourselves. Both are related to preserving and enhancing assets-tangible and intangible. The intangible assets namely PEOPLE-physical health, mental alertness, emotional stability, skills, knowledge, attitudes, values and relationships are the most crucial factors for achieving results and excellence.. Commitment, contribution, communication, co-operation, connections, creativity, change management, and conflict management are the eight c- keys to operate self, teams and organizations excellently and effectively.

The learning objectives of the programme are:

To create the necessary framework within which the participants can achieve role clarity, role effectiveness and personal development. By inter-linking the various factors that determine one's role and environment and bringing a sense of control over these and self, the programme lays a lasting foundation for self-development and effectiveness.

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## Session content:

- **Environmental Challenges**

Challenge and change in the personal and professional environment today - Multi - Skilling - Resilience - Employability- Quality Orientation.-Defining Excellence- Personal excellence -Empowerment of self.

### **Self - Role - Environment**

Their interdependence - effect of self on role and environment - role effectiveness -- short and long term objectives - their influence on each other – Developing Core Competencies – Success Skills – Technical – Human – Business Skills.

### **Technical Skills**

Thoroughness in executing a job – updating with the latest technology – passion and professionalism

## **Human Skills**

Communication – Team Building Skills-Interpersonal Skills

## **Business Skills**

Decision –making, problem- solving, time-management-logical and creative thinking

## **Attitude**

Perception of self and others - stereotyping and labeling - developing objectivity in dealing with conflict situations - understanding, accepting and adapting to the role and environment - developing trust in relationship- assertiveness

## **Personality Development**

Understanding self - developing a positive self image - self esteem - personal grooming - work ethics - self motivation - commitment to family ,and relationships

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## **For Whom:**

- This workshop is ideal for:
- Mid-Level Professionals aiming to level up their leadership readiness
- Young Managers and Team Leads transitioning into roles requiring greater responsibility
- High-Potential Employees being groomed for future roles
- Entrepreneurs and Business Owners seeking sharper personal discipline and effectiveness

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## **Key Takeaways:**

- Understand what makes a person effective, not just efficient
- Gain insights into self-awareness and emotional intelligence
- Practical tools to manage time, tasks, and priorities
- Improve communication and assertiveness
- Foster a growth mindset and bounce back from setbacks
- Develop a personal roadmap for continuous improvement

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## **Facilitator profile:**

### **Ms. Vijayanthi Jagananthan**

- Vijayanthi Jagannathan is a seasoned HRD consultant with a rich background in soft skills training

for both corporates and educational institutions. With over two decades of experience as a professional , she has honed her skills in developing integrated training solutions aimed at organizational excellence. Having conducted over 3000 attitudinal and behavioral programs in English, Hindi, and Tamil, she brings a wealth of expertise to her workshops. Vijayanthi's workshops are characterized by a self-oriented approach, activity-based methodology, and flexible training style, making learning personalized, enjoyable, and effective. She holds a master's degree in Sociology and has lectured at esteemed institutions like Stella Maris College, Eliphinstone College, and St. Xavier's College. Her areas specialisation include Personal Effectiveness, Communication Skills, Team Building, and Time Management.

## **Fee Details:**

- **Fee Details**
- Member amount : Rs 1888.00- (Including 18%GST)
- Non Member amount : Rs 2301.00- (Including 18%GST)
- Total Member count :