

It is obvious that certain people get a lot more done at work than others. It is often said that these are “high capacity” people, and they are treated favourably – promotions, travel and other perks.

We have found that if people have the right personal and work skills, as well as finding a role that takes advantage of their natural strengths, then anyone can become a “high- capacity” person. The result is that they are more satisfied, achieve more and become an invaluable asset to their organisation. The “increasing personal capacity” workshop covers 8 issues that will help your team’s ability to realise their potential.

- **This workshop is designed for all managers as well as other employees who want to increase their personal capacity**
- **One, two and three day versions. The two and three day versions includes extra scope and a greater depth**
- **Includes supply of personal capacity assessments. The implications of the assessments will be discussed as a part of the workshop**
- **This workshop is highly interactive, has role playing, discussion, video, assessments, templates with high take home value**
- **Each participant receives a comprehensive manual of our normal highest quality material**

The program

Motivation Strategies

Learn how to look at motivation in 6 different frameworks to decide what works best for you and what you would be comfortable using with others

Delegation Skills

Learn what to delegate, to whom and how to delegate so that the work is done excellently by motivated people. Learn why delegation can fail

Time Management

Learn how to set priorities and plan your time as well as address the time wasters in your life, enabling you to focus more on what is important to you

Stress Management

Discover where your stress is coming from and learn strategies for reducing stress from muscle relaxation to addressing your emotional triggers

Influencing Skills

Discover the skills of persuasion and understand why people resist being persuaded, – so that people want to do the things you ask of them. Learn how to be assertive without being aggressive

Emotional Intelligence

Learn the skills of managing your emotions and developing empathy and social skills to connect with others

Problem solving Skills

Learn 9 key strategies to help you solve problems, how to use force field analysis and cause and effect diagrams

Working to your Strengths

Learn what key work strengths you have and how they relate to your job function. Discover what job roles you are ideally suited to, and progressively create a job that you excel in