



Effective Personal Leadership®

All individuals within an organization take on significance as they represent the organization to the outside world and as they interact within the organization. Their personal motivation and self-image are key to how they perform, respond, and lead.

The Effective Personal Leadership program will help participants to realize their potential for personal leadership through building on strengths and improving self-image and making choices for success by overcoming past conditioning. In addition you will increase self-motivation by altering attitudes, behaviors, and habits and developing a written and specific Plan of Action for success.

This 14-session course is facilitated bi-weekly over 14 weeks. It consists of a Kickoff, Goals Workshop, Achiever® Assessment, 12 Lessons, and a Graduation Celebration.

<p>Introduction / Kickoff</p> <ul style="list-style-type: none"> • The Total Leader ° Concept of Personal Leadership • Understanding What Personal Leadership Means • Personal Leadership vs Formal Leadership • How to Develop Personal Leadership through Goals • Starting the Goal Setting Process 	<p>1 – Your Potential For Personal Leadership</p> <ul style="list-style-type: none"> • Believing in Your Full Potential • Discovering Your Untapped Potential • Your Opportunity for Leadership Growth • Personal Leadership Requires Courage • Focusing on Your Strengths • The Rewards of Leadership • The internal Nature of Personal Leadership
<p>2 – Becoming a Motivational Leader</p> <ul style="list-style-type: none"> • Self Knowledge and Emotional Intelligence • Leading with Emotional Intelligence • Understanding Our Past • Breaking Out of Conditional Excellence • Developing a Strong Self Image • True Leaders Are Authentic Leaders • Committing to Authentic Leadership 	<p>3 – Six Essentials of Personal Leadership</p> <ul style="list-style-type: none"> • Success Essential # 1: Personal Responsibility • Success Essential # 2: Purpose • Success Essential # 3: Plan • Success Essential # 4: Passion • Success Essential # 5: Positive Expectancy • Success Essential # 6: Persistence

<p>4 – Take Personal Responsibility</p> <ul style="list-style-type: none"> • Personal Responsibility Equals Freedom • Personal Responsibility and Self-Motivation • Recognizing Our Basic Human Needs • The Disadvantages of Motivation Through Fear • The Limits of Motivation through Incentive • The Power of Motivation through Attitudes 	<p>5 – Discover Your Purpose</p> <ul style="list-style-type: none"> • Singleness of Purpose Requires Commitment • Discovering Your Life Purpose • Crystallizing Your Life Purpose • Establishing Your Priorities • Creating a Personal Mission Statement • The Fundamentals of Goal Setting • Avoiding Distractions on Your Path
<p>6– Plan Your Path</p> <ul style="list-style-type: none"> • Programming Your Goal Setting Computer • Committing to Your Goals • Tangible and Intangible Goals • Obstacles of Goals Achievement • The Power of Target Dates • Is it Worth it to Me? 	<p>7 – Ignite Your Passion</p> <ul style="list-style-type: none"> • Making Passion a Way of Life • The Hallmarks of Genuine Passion • Enthusiasm Reflects Your Passion • Controlling the Emotional Climate • How to Build Enthusiasm • The Benefits Enthusiasm
<p>8– Act With Positive Expectancy</p> <ul style="list-style-type: none"> • Positive Expectancy Requires Belief • How Positive Expectancy Works • Positive Expectancy Starts With Affirmation 	<p>9 – Follow Thorough With Persistence</p> <ul style="list-style-type: none"> • Reasons Why People Quit • Developing Iron-Willed Persistence • Turning Adversity into Opportunity • Making Good Decisions Requires Persistence • Persistence Pays Off! • Leading Innovation in Your Organization
<p>10– Living A Balanced Life</p> <ul style="list-style-type: none"> • The Total Person^o and Personal Leadership • Planning Your Time with Priorities in Mind • Time is Your Most Valuable Asset • Taking Responsibility for the Time You Use • Becoming a Total Person^o • Leading Innovation in Your Organization 	<p>11 – The Art OF Successful Communication</p> <ul style="list-style-type: none"> • Leaders Are Communicators • The Critical Role of Empathy • Developing Empathy • Setting and Example by Relationship Management • Leadership through Communication • Leading Innovation in Your Organization

12 – Multiplying Your Leadership

- Leaders Have Integrity and Character
- Leaders Are Role Models
- Leaders Are Developers of People
- The Rewards of Empowering Others
- Living a Life Filled with Potential
- The Leadership Challenge

