

Improve Your **Personal Effectiveness****QUICK VIEW****100% distance-learning**Approximately
6 hours**Anyone**

Wondering how you can be more productive? Finding it hard to concentrate? Hoping to squeeze a few more things into a busy day? Feeling under pressure from the avalanche of tasks you have to deal with?

Would you like to make better use of e-mail as an essential communication tool and give more impact to your presentations? Do you want to feel that you're learning new things all the time? Or maybe you just want to get out of a rut?

If the answer to any of these questions is yes, this course, produced with the help of experts in professional effectiveness, is for you!

This 7-step training path provides tried and tested solutions to help you to boost your performance.

FOLLOW THE PATH

Coping with stress

1**2**

Effective task management

3

Effective time management

4Reaching your maximum
energy level**5**Communicating
effectively by email**6**

Giving successful presentations

7

Owning your development



Improve Your **Personal Effectiveness**TRUST OUR **EXPERTS****MAURA THOMAS**

Award-winning speaker, trainer and author in productivity, attention and effectiveness. Regular contributor to the *Harvard Business Review* with articles viewed more than a million times. Has appeared in hundreds of national media outlets including *The Wall Street Journal*, *Fast Company*, *Entrepreneur, Inc.* and *The Huffington Post*.

**JACOB MORGAN**

3-time best-selling author, futurist, advisor and leading keynote speaker on the future of work and employee experience. Author of *The Future of Work* and *The Employee Experience Advantage*.

**MANFRED
KETS DE VRIES**

Rated as one of the top 50 leading management thinkers by the *Financial Times*, *Le Capital*, *Wirtschaftswoche* and *The Economist*. Lifetime Achievement Award from the International Leadership Association and 5-time winner of the INSEAD Distinguished Teacher award. Considered one of the world's 6 founding professionals in the development of leadership as a field of expertise.

**ROBERT DILTS**

Recognized internationally as one of the foremost developers, trainers and practitioners of neuro-linguistic programming (NLP). Leading expert in leadership and change.

**AMBER
DAILEY-HEBERT**

Full Professor of Adult Education at Park University, Researcher at Maastricht University. Founding Director of the award-winning Faculty Center for Innovation.

FOR PROVEN
BENEFITS

Methods of coping with stress



Advice on effective task and time management



Best practices to help you reach and maintain your peak energy level



Techniques for communicating effectively by email
and making impactful presentations



Tips on how to learn using new technologies and own your development