

# Achieving your Best

For anyone that wants to be their best, this course will cover a range of skills, tools and techniques to help you achieve this.

**No Modules:** 8

**Duration:** 2hrs

**Level:** Introductory

## **Module 1: Value & Purpose**

### **What's covered?**

Value and Purpose help us grow and develop as individuals by representing the things that are important to and have meaning for us. This module explores how both value and purpose influence our professional lives and the ways in which you can add value to the lives of others.

## **Module 2: Planning Your Own Development**

### **What's covered?**

As the person with the most to gain from your own development, you should take an active role in planning for it. This module encourages you to plan ahead. We will look at the different types of learner and the resources required to complete your plan.

## **Module 3: Taking Action**

### **What's covered?**

Once a decision has been made, the next step is to take action and implement it. This module explores several approaches to help you ensure the implementation process is successful including the G.R.O.W (Goal, Reality, Options, Wrap-Up) and V-SAFE (Valuable, Suitable, Acceptable, Feasible and Enduring) models.

## **Module 4: Time Management**

### **What's covered?**

This module looks at the sources of time-based problems. Many things can make demands on your time and as those demands build so too will the pressure you're under, therefore it's important to not only manage your time but also to set clear goals and prioritise your workload. This module will provide you with advice and guidance on how to manage your time effectively.

## **Module 5: How to be Assertive**

### **What's covered?**

This module looks at the different types of behaviours: passive, aggressive and assertive and considers the factors that can influence how a person behaves, both cultural and generational. We will examine the skills required for assertiveness and how to put them into practice. When faced with criticism or demands, being assertive can be quite difficult, we will uncover some assertive techniques that can be used under these circumstances.

## **Module 6: Confidence**

### **What's covered?**

Your confidence levels can suffer if you're uncertain about what's expected of you, this module encourages you to use questioning techniques to clarify the situation. We will look at ways in which you can boost and maintain your confidence levels and explore the importance of body language.

## **Module 7: Resilience**

### **What's covered?**

In today's fast-paced work, resilience is an important skill for all individuals as it relates to your ability to 'bounce back' and move on from challenging situations. This module will help you develop a better understanding of how to be resilient in the face of adversity, by bending instead of breaking under pressure.

## **Module 8: Dealing With Stress**

### **What's covered?**

Stress is the result of being under a pressure that exceeds your ability to cope. This module looks at sources of stress and the behavioural and health indicators. We will all suffer with stress at some point in our working lives, this module offers advice on dealing with stress and explores ways in which you can reduce your stress levels.