

Training Program on Personal Effectiveness for Unionized Staff



July 22, 2022

9:00 am- 5:00 pm

With Our Expert



Mr. Dr. Ansir A Rajput

Dr. Ansir A Rajput (PhD. MBA, Babson college USA, BSEE, USA) has 20 + years of Branding and Communications, Entrepreneurship, Teaching and Training experiences. Dr. Rajput is a serial entrepreneur, founded 8 startups and assisted 100+ ventures. Dr. Rajput has published 2 books, 15+ research papers and 20+ newspapers and magazines articles.

**For SBP.BSC Officers
At NIBAF, Islamabad**

Objectives

Improving personal effectiveness enriches the life and capacities of the individual, and when applied across organizations, is a formidable tool to enhance efficiency and productivity. The skills and tools this workshop provides will help participants become more effective at managing most valuable resources, including time. This practical, interactive and valuable workshop will help participants to

1. Develop the Mindset to Improve
2. Acquire Skills and Competencies to be more Effective at work
3. Develop overall Positive Attitude toward life
4. Develop Personal Effectiveness Action Plan.

Contents

1. Introduction and Expectations
2. Personal Effectiveness (PE)
 - Defining Personal Effectiveness
 - Benefits of Personal Effectiveness
3. PE Techniques - Attitude Management
 - It is all about Attitude
 - Building Positive Attitude Tips
4. PE Techniques - Task Management
 - Effectively managing your Time
 - Prioritization of Tasks
5. PE Techniques - Relationship Management
 - Management and Staff
 - The Art of Conversation
 - Upward Communication Etiquettes
 - Conflict Management
6. PE Action Plan
 - How to Build a PE Plan of Action
 - Do and Do Not of Action Plan



**National Institute of Banking & Finance
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