

## Personal Effectiveness Programme

### Programme Outline

#### Habit 1 - Be Proactive®

- Take the initiative
- Manage change
- Take responsibility and be accountable

#### Habit 2 - Begin With the End in Mind®

- Define vision and values
- Set measurable team & personal goals
- Align goals to priorities
- Focus on desired outcomes

#### Habit 3 - Put First Things First®

- Prioritise important activities
- Apply effective planning skills
- Use planning tools effectively

#### Habit 4 - Think Win-Win®

- Build high-trust relationships
- Build collaborative teams
- Apply successful negotiation skills

#### Habit 5 - Seek First to Understand, then to Be Understood®

- Overcome communication pitfalls
- Understand others
- Communicate viewpoints effectively

#### Habit 6 - Synergize®

- Leverage diversity, value differences
- Apply effective problem solving
- Apply collaborative decision making

#### Habit 7 - Sharpen the Saw®

- Achieve life balance
- Apply continuous improvement
- Seek continuous learning

This **2 Day Personal Effectiveness Programme** is based on 7 Habits of Highly Effective People® by Stephen Covey.

A recent study into effectiveness at work made the following observations:

**33%** of the workforce plan how to use their time

**50%** show initiative

**50%** feel they can talk candidly about tough issues

**33%** have individual work goals

**On average, people spend two out of every five hours on unimportant matters**

#### How do you improve workforce effectiveness?

An effective organisation is driven by individual strength and personal effort. Unfortunately with distractions, conflicting priorities, unclear objectives, poor communication and lack of trust, it's easy for people to burn out and lose focus.

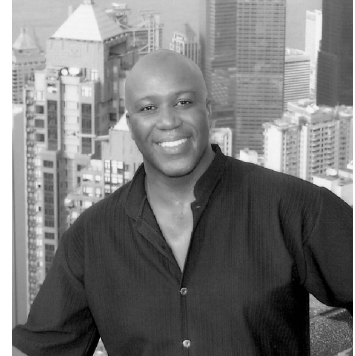
Clarity's **Personal Effectiveness Programme** helps your company to achieve sustained results by focusing on establishing consistent effectiveness of leaders and individuals. The programme breaks down barriers to success by enabling individuals to:

- Learn how to be proactive
- Learn how to balance key priorities
- Improve interpersonal communication
- Apply principles for achieving a balanced life

**Target Audience** This programme is targeted at anyone in your organisation who wishes to overcome barriers to effectiveness and improve their performance.

## Earl Lynch – Clarity Business Coach

Earl has an energetic facilitation style, injecting passion and positivity into every programme. A member of the Chartered Institute of Personnel and Development since 1987; Earl has a solid background in Human Resource Development and has worked as a Human Resources Manager and Training and Development Manager. Earl's diverse career has also seen him enjoy life as a professional musician and hold non-Executive Director roles with NHS Trusts and Central Telethon, raising funds for distribution to charitable and community projects. Earl now enjoys a successful career as a facilitator and coach, using his unique skills as a storyteller and his broad range of professional experience to create long lasting and positive learning experiences for all audiences.



## Our Clients

### For more information contact us

Lorraine Buckle, Operations Manager  
Earl Lynch, Business Coach

**+44 1491 875564**

lorraine.buckle@clarityleadership.co.uk  
earl.lynch@clarityleadership.co.uk

