

PERSONAL EFFECTIVENESS

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Objectives



- Unpack top skills to achieving your PE index
- Explore the linkage between our behaviour, leadership styles & organizational systems
- Share insights, foresight and nuggets of wisdom

Session outline



Time	Activity
10 mins	Objectives & Overview
40 mins	<ul style="list-style-type: none">• Top 5 PE skills Resource – 2 videos• Linking personalities, leadership styles and organisational systems Resource - Handout
30 mins	Open discussion
10 mins	Recap and Closing remarks

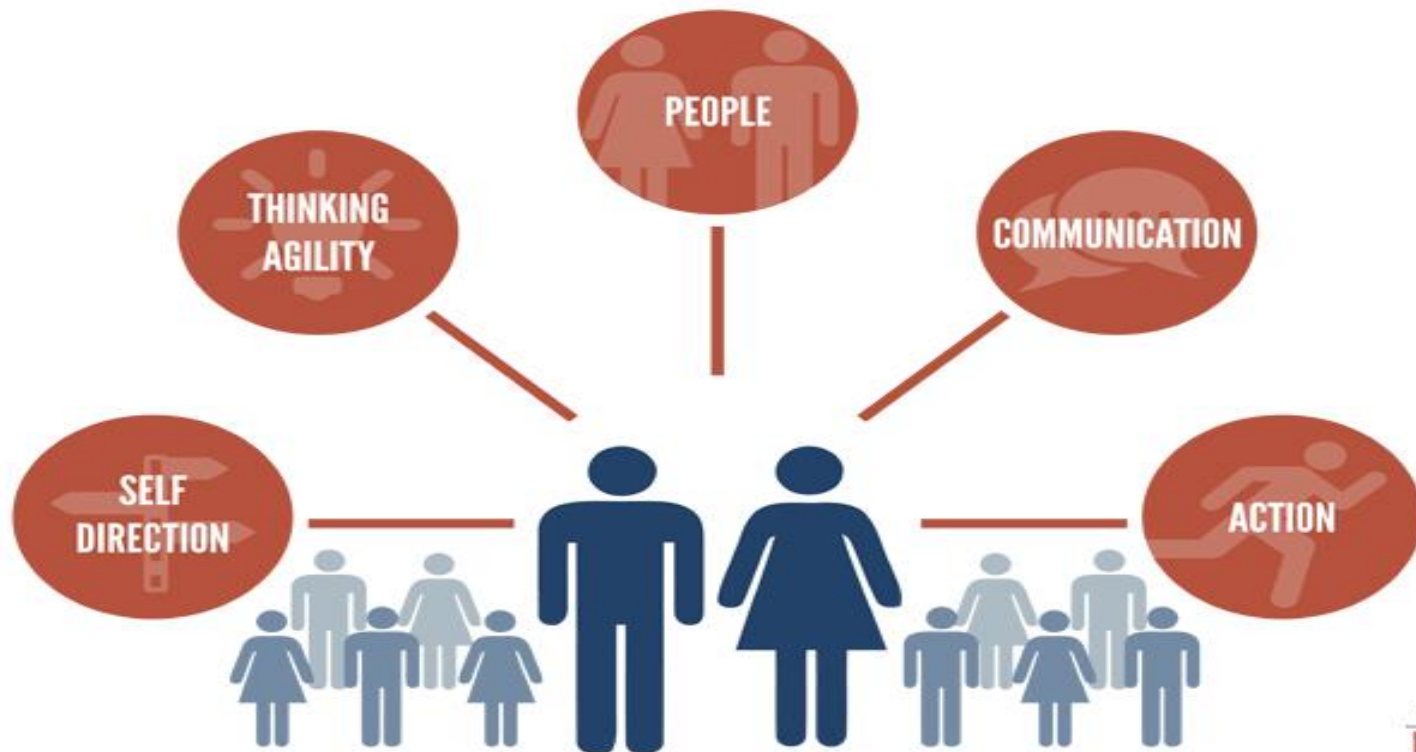
Today's workplace



Your leadership pipeline



21ST-CENTURY LEADERSHIP



Your inner circle

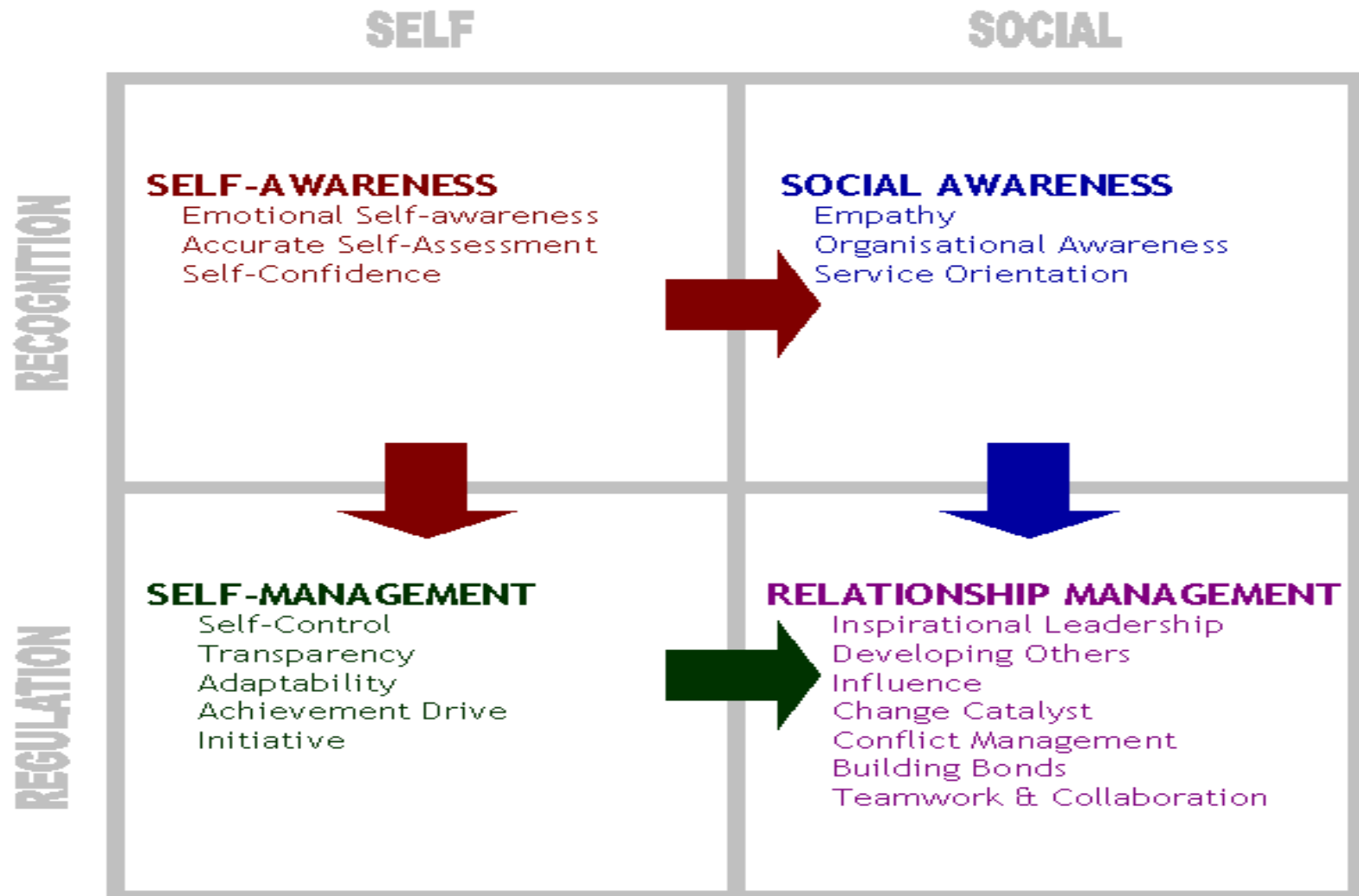


Top PE Skills



1. Leading with Emotional Intelligence
2. Inter-personal skills
3. Managing others
4. Your power of Influence
5. Leading a high performing team

1. Emotional Intelligence



Emotional Intelligence



IQ

- ❖ Gets you through the door
- ❖ Explains 20% of success in life
- ❖ Crucial for individual work

EI

- ❖ Opens up more opportunities
- ❖ Explains 80% of success in life
- ❖ Crucial for individual, team work and leadership

Emotional Intelligence



At the end of the day people won't
remember what you said or did,
they will remember how you made
them feel.

— *Maya Angelou* —

AZ QUOTES

2. Interpersonal skills



Interpersonal skills



Why people skills matter



- Build and sustain strong relationships
- Better manage conflict
- Reduce customer service problems
- Produce strong leaders and managers
- Essential for problem solving

Interpersonal skills



Interpersonal skills



Sharpen the saw



3. Managing others



Managing others



Managing others



INSPIRE

MOTIVATE

IMPROVE

BE
POSITIVE

FOCUS

BE
CREATIVE

4. The Power of Influence



The Power of Influence



The Power of Influence



Why should we be influential?



- Impacts business results directly
- Gets you through the door
- Builds a culture of trust and credibility
- Gives you control
- Role modelling
- Create value with your life

The Power of Influence



The power of influence



Key points

- Career and personal lives
- Build and nurture relationships
- Inspiring and motivating others
- A coach/mentor/role model
- Earn the trust

5. High performing teams



High performing teams



The wisdom of geese

- Stand with others/teaming
- Trust
- Respect for leadership
- Affirmation - leaders/others/self
- Empowering others
- Allow for mistakes, learn from failure

Enhancing personal, team and org effectiveness



Less than stellar results?

- Employees not working well together
- Leadership is ineffective
- Business systems not encouraging needed behaviours

Enhancing personal, team and org effectiveness



Employees not working well together

- Passive behaviour
- Dominant
- Independent
- Interdependent

Enhancing personal, team and org effectiveness



Ineffective leadership

- Authoritarian behaviour
- Laissez-faire
- Connective

Enhancing personal, team and org effectiveness



Business systems not encouraging needed behaviors

- Dependent systems
- Independent
- Interdependent

Improving chances of success



- Examine causal factors as potential risks
- Teaming
- Collaborative leadership
- Understand interdependencies and align
- Organizational change efforts
- Professional development

In summary



a) 5 top skills to achieving PE index

- ✓ Leading with emotional intelligence
- ✓ Interpersonal skills
- ✓ Managing others
- ✓ Influencing others
- ✓ Leading a high performing team



b) Link the person, leadership style
& organizational systems = + change

Discussion in plenary



Contacts



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Soft skills	<ul style="list-style-type: none">• Personal Effectiveness• Emotional Intelligence• Self Confidence & Self Esteem• Building high performing teams• Empowering others
Others	<ul style="list-style-type: none">• Career Coaching, Resume Writing & Mentoring• Session moderator at conferences, seminars & workshops• Board Service