



# SUCCESS STRATEGIES

Improved performance in the workplace doesn't "just happen". Even the most committed individuals and teams will only develop when they have effective SUCCESS STRATEGIES to improve their performance.

LMA's Success Strategies introduces people at all levels to proven techniques for improved personal achievement and workplace performance. This course is ideal for administrative and operational employees as well as a very effective process for team development and cultural change. Success Strategies can also be used to develop younger employees.



Participants experience increased confidence in their ability to achieve greater personal and professional success.

- ▶ Participants receive a comprehensive manual and set of CDs covering the key competencies and learning objectives.
- ▶ Six Interactive workshops.
- ▶ Each module contains application exercises to assist Participants to achieve their personal and workplace objectives and goals.
- ▶ A range of action orientated assignments designed to help identify strengths and opportunities for growth at the individual and/or team level.
- ▶ Application of effective performance and enhancement tools that can be used in the workplace.

## MODULE CONTENT

### Module 1 - Achieving Success

- ▶ A success formula for personal and career advancement
- ▶ Achieving work/life balance
- ▶ Sustaining personal motivation
- ▶ Increasing energy and vitality
  - Personal Application and Action
  - Workplace Application and Action

### Module 4 - Creating Better Communication and Relationships

- ▶ Different types of communication
- ▶ The communication cycle
- ▶ Developing your communication skills
- ▶ Improving relationships - personal and workplace
  - Personal Application and Action
  - Workplace Application and Action

### Module 2 - The Importance of Goal Setting

- ▶ Types of Goals - personal/workplace
- ▶ Personal Goals
- ▶ Work and Career Goals
- ▶ Developing your plan of action for achieving goals
- ▶ Prioritising your actions
  - Personal Application and Action
  - Workplace Application and Action

### Module 5 - Mastering Decision Making and Problem Solving

- ▶ Developing your decision making abilities
- ▶ Qualities of good decision makers and problem solvers
- ▶ 4 Steps to making good decisions
- ▶ The problem solving process
  - Personal Application and Action
  - Workplace Application and Action

### Module 3 - Improving Time Management

- ▶ The relationship between Time Management and Self Management
- ▶ What is your time worth?
- ▶ Identifying High Payoff Activities
- ▶ Keys to improved performance
  - Personal Application and Action
  - Workplace Application and Action

### Module 6 - Graduation

- ▶ Review of key learning
- ▶ Re-cap on successes and accomplishments
- ▶ Presentation of Certificates

