

Work Effectiveness



INTRODUCTION

Being truly effective at work can pay off now and throughout our careers. Effective workers get exciting projects, win important clients, and are well respected by their colleagues and bosses. But how can you become more effective, and make sure that you don't miss out on these great opportunities, And what should you focus on.

This is what we'll be exploring in this Course. We'll look at the skills you can develop in order to become more effective at work, and we'll review strategies and resources that you can use to increase your effectiveness.

METHODOLOGIES

A combination of any of the following may be applied:

- Reflective reviews
- Knowledge reviews
- Oral presentations
- Written reports
- Written Exam

LEARNING OBJECTIVES / OUTCOMES

This course is specifically designed to help candidates:

- Understand truly effective at work, manage our time well, communicate clearly, and we have a good attitude.
- Be able to be Effective workers to be most respected and the most productive in their workplaces.
- Understand a job analysis to discover what your role is really about and, learn how to manage their time better, to communicate more effectively, and control any stress.
- Understand how they can devote time towards further learning and career development

OUTLINE

- Self-Introduction
- Identify priorities
- Good Attitude
- Build Essential Skills
- Time management & productivity
- Career Development & Learning