RECIPE FOR SUCCESS – Intro to Personal Development and LifeSkills

Course Outline

Overall Objectives: Developing work readiness, tips, tools and strategies to be more effective and creating an attitude of success. Develop goals for life and career. Improved communication abilities, practicing authenticity and integrity, develop influence, responsibility towards commitments, build self-esteem, create career and professional development skills. Learn tools, tips and strategies for being an effective person in personal life. Money management, creating healthy relationships, creating a healthy lifestyle. Goals are accomplished through experiential activities, discussion and Multi Media Presentations.

Day I – Introduction (9am – 9:15)
Introduction of organization and Trainer
Thank yous

Day I – Session I – Identifying the 5 Key Ingredients of the Success Wheel (9:15am – 10:30pm)

Goals
Introduce and experience the 5 Key Ingredients of the Success Wheel
Team, Tools, Planning, Consistent Action and Psychology

Curriculum Breakdown

Ingredients of making a quality first impression – Discussion, Learning Activity
Introducing yourself – Learning Activity
Intro of the Success Wheel – Discussion
Fundamentals of work communication – Discussion, Learning Activity
Commits Dialogue – Discussion, Learning Activity
Empowerment and Choice Models – Discussion, Learning Activity

Day I – Session II – Creating a Vision for Your Life (10:30pm – 12:00pm)

Goals
Creating a vision for your life and work

Curriculum Breakdown

Setting Standards for your life and work – Discussion and Learning Activity.
Goal Setting – Learning Activity
Vision Boards – Discussion and Learning Activity
Presenting Vision Boards – Learning Activity,
Introduction Practice- Learning Activity

Day I – Session IV – TEAM and Relationships (1pm – 2:30pm)

Goals
Creating a healthy mindset of developing a team at work and in your personal life.

Curriculum Breakdown

Mission Impossible – Learning Activity/ Seeing different points of view
Importance of communication at work.
Creating healthy personal relationships – Learning Activity, Discussion, Personal Reflection
Creating healthy lifestyles
Drug and Alcohol Abuse – Learning Activity, Discussion, Personal Reflection

-Time Management

Day I – Session V – Preparing for Success outside the Training Room (2:30pm – 4:00pm)

Goals
Create strong confidence, Provide the tools and create action plans for success. Money Management. (Know what to do with your money once you earn it)

Curriculum Breakdown

Final Introductions- Activity
Money – Learning Activity, Discussion, Action – Discussion
Self Motivation Exercise – Learning Activity, Discussion
Real World Application Activity – Discussion, Personal Reflection