



IMSIMBI

TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents
Personal Mastery – 2 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by the Services Seta and the material covers unit standard 252031 at NQF level 5 with 4 credits.



COURSE OBJECTIVES

Imsimbi Training's personal mastery course is a life changing programme that can have a tremendous impact on the success and effectiveness of your work life, career and home life.

This course is designed to help employees develop self-awareness, help understand and manage their emotions, and lastly unleash passion, energy and self-motivation, helping them to set goals for development. Many entry level staff have not had the opportunity to develop self-awareness and identify their passion and unique talents. They often end up in jobs for financial survival reasons. This course helps them to identify their unique gifts at the same time as developing important self-mastery techniques. A successful life is made up of many success leading habits. This course enables people to practice and develop new habits that instil discipline, focus, being organized, self-mastery and a positive outlook for engaging the world.

Your passions are clues to your destiny. They are the keys that unlock the door to your special purpose in life. It's no accident that you love the things you do. These are the things that will lead you in the direction of joy and fulfilment.

This course will help you to identify your core purpose in life and from there your passions. Once you live your life aligned to these passions it will increasingly become more joyful, fulfilling and successful.

COURSE OUTLINE

Intro: Personal Mastery a journey

The 5 core competencies of emotional intelligence

Personal mastery a journey of growth and embracing change

Module 1: My present - Self - awareness

Johari's Window - model for self awareness

Personality style – understanding yourself and others

The Enneagram Personality Test



Understanding other personalities

My SWOT analysis

Module 2: Self Confidence

My past – negative self talk

Believing in yourself is an attitude

Reject Rejection

Self-belief transfers into positive action

Module 3: Locus of control

Am I a victim or am I empowered?

Behaviours of victims

Making excuses, blaming, moaning

Entitlement

Module 4: Interpersonal skills

Showing Appreciation

Functional and dysfunctional behaviours

My values and beliefs and how they affect my behaviour

My personal values and principles

Communicating assertively



Module 5: Personal Productivity

Time management

Pareto 80-20 rule

Steve Covey's four quadrants of time management

Being organised and efficient and productive

Diary management

Module 6: Mission, Vision and Personal Development Plan

The Law of Attraction

Positive thinking - attitude

Your Mission & Soul Purpose

Utilising my Talents and Gifts optimally

Your Personal Vision

Creating a value driven action plan

Discipline, habits and coaching, accountability

My personal power – actions that produce results

Considerations, Fears & Roadblocks

Module 7: Work Life balance

Managing stress

Goal setting for different aspects of our lives

Smart goals



Affirmations

Implementation and action

Appendices

References

