

Soft-Train



*At Soft-Train
Technology Works*

Self Direction (2 Days) ST00056

COURSE GOAL: To provide class participants with the necessary tools to be highly efficient personnel and manage themselves.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Use information and exercises to perform at a higher level.
- Turn problems and challenges into dynamic opportunities.
- Handle conflict and difficult situations with ease.
- Create powerful change to make a real difference.

KEY TOPICS:

I. Six Growth Steps Used by Confident Leaders

- A. Get Your Exceptional Vision**
 - i. What Change Do You Want to Make and Why Is It Important To You?**
- B. Realize Your Commitment**
 - i. Be Honest, Are You Ready to Make This Change Right Now?**
- C. Organize Your Team**
 - i. Whom Do You Know and What Resources Do You Need to Help You Make The Change?**
- D. Win with the Right Decisions**
 - i. Make Those Tough Choices That Lead to Your Best Results**
- E. Turn Anxiety into Optimal Energy**
 - i. Keep Yourself Moving Ahead Even When You Want To Stop**
- F. Harness Your Strengths and Release Control**
 - i. Make the Change Stick**

II. How Confident Leaders Turn Problems Into Dynamic Opportunities

- A. Focus on What's Important**

**B. Keep Your Energy
Flowing**

**C. Build Supreme
Motivation in Yourself and
Others**

**D. Overcome Procrastination
and Boost Your Productivity**

**E. Be Authentic and Project
Likeability and Confidence**

**F. Promote Yourself to
Propel Yourself**

**G. Gain Composure and
Keep Control Over Your
Emotions**

**H. Stand Out! Be Different
and Get Better Results**

**I. Handle Conflict and
Difficult Situations with Ease**

**J. Master the Challenge of
Championing Change**