

Time Allocation - Topics

5% Identifying the characteristics of take-charge champions.
10% Removing the blocks to greater professional success

- Spotting and neutralizing negative talk in the workplace
- Overcoming negative self-talk

40% Using the five building blocks of uncommon success

- Building rock-solid self-esteem and self-confidence
- Tapping the power of purpose
- Achieving more goals than ever before
- Maintaining a positive attitude
- Taking risks outside your comfort zone

25% Using Olympic psychology to get take-charge results

- Understanding the way the mind works
- Identifying mental barriers to greater results
- Writing and using power-filled affirmations
- Establishing triggers to ensure disciplined follow-through

20% Creating a healthy work-life balance

- Clarifying stress factors and burnout potential
- Shaping and enhancing the eight dimensions of life
- Knowing and doing the most important things

Focus

Primary - Leadership Development

Commitment, Communication, Initiative, Interpersonal Relations, Motivation, Stability, Use of Time

Secondary - Planning/Organizing

Problem Identification, Selecting and Organizing Information, Developing Specific Plans, Generate and Obtain Plan Support

Tertiary - Executing/Controlling/Evaluating

Delegation, Direction, Meeting Schedules, Follow Up

Level

Introductory Intermediate Advanced

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