



SS253: The Complete Personal Development Guide

Training Description:

The Complete Personal Development Guide is a comprehensive and practical training course designed to help individuals maximize their personal and professional potential by developing the attitudes, habits, competencies and emotional intelligence necessary for long-term success. The training course provides participants with a structured framework for self-discovery, goal achievement, effective communication, leadership, resilience and continuous improvement.

In today's rapidly changing work environment, technical skills alone are no longer sufficient. Organizations increasingly seek professionals who possess self-awareness, adaptability, critical thinking, emotional intelligence and strong interpersonal skills. This training course equips participants with the knowledge and practical tools required to improve their effectiveness in both their personal lives and professional careers.

Throughout the training, participants will examine their personal values, strengths, beliefs, behaviors and communication styles while learning proven techniques for building confidence, managing emotions, increasing productivity, overcoming limiting beliefs and maintaining motivation. The training course also explores stress management, work-life balance, positive mindset development, conflict resolution, decision-making, leadership qualities and strategies for lifelong learning.

Using interactive discussions, self-assessment tools, individual exercises, case studies, group activities, coaching techniques and personal action planning, participants will develop customized improvement strategies that can be immediately applied in their workplace and daily life. By the end of the program, each participant will have created a comprehensive Personal Development Plan (PDP) that supports continuous growth and sustainable success.

This highly interactive training course combines internationally recognized personal development principles with practical workplace applications, making it suitable for professionals at every stage of their careers.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the principles of personal growth and lifelong development
- ✓ Increase self-awareness through personality and behavioral assessments
- ✓ Identify personal values, strengths, talents, and development opportunities
- ✓ Develop a positive mindset and growth-oriented attitude
- ✓ Build self-confidence and personal resilience
- ✓ Improve emotional intelligence and self-management skills
- ✓ Set meaningful personal and professional goals using proven goal-setting techniques
- ✓ Enhance communication, interpersonal, and relationship-building skills
- ✓ Improve time management and personal productivity
- ✓ Make better decisions using structured thinking processes
- ✓ Manage stress, pressure, and workplace challenges effectively
- ✓ Develop leadership qualities regardless of organizational position
- ✓ Build healthy habits that support long-term success
- ✓ Improve adaptability during organizational and personal change
- ✓ Create an actionable Personal Development Plan for continuous improvement

Training Designed for:

This training course is intended for Professionals at all organizational levels, Supervisors and team leaders, Managers and executives, Engineers and technical professionals, Administrative personnel, Human Resource professionals, Customer service personnel, Project team members, New graduates, Entrepreneurs, Business owners and Individuals seeking personal growth and career advancement.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

SELF-AWARENESS AND PERSONAL FOUNDATION

- ❖ **Module 1: Understanding Personal Development**
 - What personal development means
 - The lifelong learning mindset
 - Success principles for personal excellence
 - Characteristics of high-performing individuals
 - Developing personal responsibility
- ❖ **Module 2: Self-Awareness**
 - Understanding self-concept
 - Personal identity
 - Discovering core values
 - Identifying strengths and weaknesses
 - Personal beliefs and behaviors
 - Emotional triggers
 - Self-reflection techniques
- ❖ **Module 3: Personality and Behavioral Styles**
 - Personality assessments
 - Behavioral preferences
 - Learning styles
 - Working with different personalities
 - Improving interpersonal effectiveness
- ❖ **Exercises:**
 - Personal Strength Assessment
 - Values Clarification Exercise
 - Self-Awareness Profile

DAY TWO:

EMOTIONAL INTELLIGENCE AND PERSONAL EFFECTIVENESS

- ❖ **Module 4: Emotional Intelligence (EQ)**
 - Components of emotional intelligence
 - Self-awareness
 - Self-regulation
 - Motivation
 - Empathy
 - Relationship management
- ❖ **Module 5: Building Self-Confidence**
 - Developing self-esteem
 - Overcoming self-doubt
 - Managing fear and uncertainty
 - Positive self-talk
 - Building personal credibility
- ❖ **Module 6: Developing Positive Habits**
 - Habit formation science
 - Breaking negative habits
 - Building productive routines
 - Discipline versus motivation
 - Daily improvement strategies
- ❖ **Exercises:**
 - Emotional Intelligence Assessment
 - Confidence Building Exercises
 - Habit Development Action Plan

DAY THREE:

GOAL SETTING, PRODUCTIVITY AND DECISION MAKING

- ❖ **Module 7: Goal Setting for Success**
 - Vision and mission development
 - SMART goals
 - Long-term and short-term planning
 - Prioritization techniques
 - Milestone planning
- ❖ **Module 8: Time Management and Productivity**
 - Managing priorities
 - Eliminating time wasters
 - Productivity systems
 - Delegation principles
 - Managing interruptions
 - Work-life balance
- ❖ **Module 9: Critical Thinking and Decision Making**
 - Decision-making models
 - Problem-solving techniques
 - Creative thinking
 - Risk assessment
 - Avoiding cognitive biases
- ❖ **Exercises:**

- Personal Goal Map
- Productivity Improvement Plan
- Decision-Making Case Studies

DAY FOUR:

COMMUNICATION, RELATIONSHIPS AND LEADERSHIP

❖ **Module 10: Effective Communication**

- Verbal communication
- Non-verbal communication
- Active listening
- Giving and receiving feedback
- Assertiveness
- Influencing skills

❖ **Module 11: Building Strong Relationships**

- Trust building
- Collaboration
- Networking
- Conflict management
- Difficult conversations
- Cross-cultural communication

❖ **Module 12: Personal Leadership**

- Leadership versus management
- Leading by example
- Accountability
- Integrity
- Inspiring others
- Servant leadership principles

❖ **Exercises:**

- Communication Role Plays
- Conflict Resolution Exercises
- Leadership Style Assessment

DAY FIVE:

RESILIENCE, CONTINUOUS GROWTH AND PERSONAL DEVELOPMENT PLANNING

❖ **Module 13: Managing Stress and Building Resilience**

- Sources of stress
- Stress management techniques
- Mental resilience
- Adaptability
- Coping strategies
- Maintaining well-being

❖ **Module 14: Continuous Learning and Career Development**

- Lifelong learning strategies
- Career planning
- Professional networking
- Personal branding
- Continuous improvement mindset

- Learning from feedback
- ❖ **Module 15: Developing Your Personal Development Plan**
 - Conducting a personal SWOT analysis
 - Identifying development priorities
 - Setting measurable objectives
 - Creating an action plan
 - Monitoring progress
 - Accountability strategies
 - Measuring success
- ❖ **Final Exercises:**
 - Comprehensive Personal Development Plan (PDP)
 - Individual presentations
 - Peer coaching and feedback
 - Personal commitment statement
- ❖ Course Conclusion
- ❖ Post Assessment and Evaluation

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

USD\$ TBA - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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