

welcomes you all for today's course on

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Achieve More

A Self-Help Guide To Success In Job



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Introduction

- Achieve More contains eight chapters to comprehensively improve individual job performance and change work habits. With extensive tips and techniques to help you become more productive, more confident in your self management skills, more marketable and more able to achieve more in any job you are entrusted with.

Introduction

- Achieve More shows you how to turn problems into growth and development opportunities, how best to manage your time, how to get your message across and how to switch off from work when you need to.

Introduction

- It is not just another ‘make some resolutions’ and then forget about that. It is a practical self-help guide to getting your work done, whatever you’re asked to do, more effectively and more efficiently.
- Each of the eight chapters takes a theme (your job, time, problems etc.,) outlines the key issues, gives examples of how those issues affect work, suggests ways of handling the issues.

Key features

- Designed to help make your learning as effective - and enjoyable - as possible

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Include

Key features

A list of objectives

- key activities that you should be able to carry out when you have completed the course : - Improve your work habits which enables you to achieve more.

Activities

Written activities

- Write down in a separate notebook, relating to what you do and how you do it.

Activities

To do activities.

- This may simply be to think about an issue or idea, or it may involve you in a practical activity, say, recording your progress at work over several days.

Activities

- Examples
- - Observe someone else's work methods or of a real-life problem that someone encountered and how they solved it.
- Keep your eyes and ears open to your environment

Activities

- A personal agenda for action
- - a set of resolutions to put what you have learned into practice. This is a reminder that the book is about practical, attainable changes in working habits.

Chapter 1:

You and your job

After completing this module you will be able to:

1. Identify areas of your job in which you could develop further
2. Use your job description effectively
3. Outline the key result areas in your job
4. Review your performance regularly.

Chapter 2:

Time management

- **After completing this module you will be able to:**
 1. Review how you use your time at present
 2. Organize your use of time more effectively
 3. Identify ways in which you can avoid wasting time
 4. Achieve your time plans.

Chapter 3:

Handling problems

- **After completing this module you will be able to:**
 1. Know and appreciate the difference between a routine problem and an unexpected problem
 2. Predict routine problems in your work
 3. Cope with unexpected problems
 4. Handle problems, routine and unexpected, more effectively.

Chapter 4:

You and your workplace

- **After completing this module you will be able to:**
 1. Identify the factors in your working environment, which can affect efficient working
 2. Suggest beneficial changes that could be made in your own work environment
 3. Get such changes made.

Chapter 5:

Working with people

- **After completing this module you will be able to:**
 1. Explain what makes a team work
 2. Delegate more effectively
 3. Identify which of your communication skills you would like to improve

Chapter 6:

Handling your resources

- **After completing this module you will be able to:**
 1. Explain the importance of storing things systematically
 2. Organize the things you use at work
 3. Find things when you need them.

Chapter 7:

Handling change

- **After completing this module you will be able to:**
 1. Identify the changes that are happening which affect the way we work
 2. Consider the key changes in your own work
 3. Make some changes yourself

Chapter 8:

Handling stress

- **After completing this module you will be able to:**
 1. Pinpoint the sources of stress in your work
 2. Organize your work so that you can minimize stress
 3. Prepare a plan to lead a less stressful life
 4. Switch off !

- Customers who Participated in– “Achieve More: A self-help guide to success in your job.”
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Special Courses

- Employee Motivation,
- The Organizational Environment and Productivity
- Analyzing Employee Performance
- Advancing Organizational Productivity

Our Methods

**Easy to adopt,
common sense
approach to learning
and using core self-
management skills to
effectively improve
personal job
performance and
marketability**