



# Course Outline

## Simply the Best Me:

### Building Your Personal Image, Self-esteem and Confidence (2 Days)

Minimum and Maximum Learners: 6 to 12    Duration: Two Days    Timings: 10:00 – 16:30

#### Suitable for

---

All those who wish to increase their confidence and self-esteem and take greater control of their life and career, release their potential and become simply the best they can be.

#### Aim

---

To provide an overview of the signs and symptoms of stress. You will distinguish between pressure and stress and how you can choose to take greater control of your life-work balance.

This course is for small groups to enable personal coaching.

#### Learning Outcomes

---

By the end of the course, you will be able to:

- ✔ **Identify** your current strengths and development opportunities using a SWOT Analysis.
- ✔ **Recognise** the achievements, attitudes, knowledge, skills and qualities that make you unique.
- ✔ **Create** a personal mission statement and clarify your personal/professional values.
- ✔ **Define** and clarify your future goals, reflecting your personal vision and a life-work balance.

- ✔ **Assess** your current confidence and self-esteem levels and strategies for developing them further.
- ✔ **Recognise** the 'inner critic' which is within us all and reflect upon its usefulness.
- ✔ **Discuss** how to create a positive, confident image within the workplace.
- ✔ **List** a range of sources and methods of learning and development and create a Personal Development Plan.
- ✔ **Use** confident, assertiveness and communication skills in your work relationships and elsewhere.

## Benefits of Attending

---

- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

## Training Style

---

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (\*email required)

## Other Courses to consider (Visit my website for details of these and other courses)

---

- ➔ Assertiveness I: Assertiveness in the Workplace
- ➔ Effective Networking Skills
- ➔ Interpersonal Communication Skills
- ➔ Making the Most of Meetings II: Skills for those attending and participating in meetings
- ➔ Presentation Skills I: Magical Presentations to Engage, Empower, INSPIRE (2 Days)
- ➔ Time Management I: Mindset and Tools for Taking Back Control

