



2 Day Master Program

MPS

training

Personal Productivity – The Pathway to Success

This 2 day Master Program incorporates all six topics from the Personal Effectiveness Training suite. Practical and extremely valuable tips, techniques and models form a program that is designed for any individual to simply incorporate successful habits that will lead them down the path to success.

Facilitated by experienced and highly enthusiastic MPS Trainers, all topics and techniques are introduced, explored and practised using a variety of teaching techniques that cater to a variety of learning styles and thinking preferences, to ensure every learner has optimal opportunity to achieve all key learning outcomes in an interactive and inclusive environment.

| Topics | Includes: | |
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| Get on Track – Personal Productivity | <ul style="list-style-type: none"> • Simplifying your life and de-cluttering • Covey’s time management matrix • Self-discipline and scheduling • ‘Eat that Frog’ (time management technique) | <ul style="list-style-type: none"> • Pareto Principle • ‘SMART’ goal setting • The 7 Habits of Highly Effective People |
| Anger Management | <ul style="list-style-type: none"> • Understanding anger and what it does to your body and thinking • Identifying anger warning signs and triggers • Getting anger under control – ways to cool down | <ul style="list-style-type: none"> • Dealing with angry people • Anger myths and the upside of anger • Seeking help |
| Stress Management | <ul style="list-style-type: none"> • Getting your thoughts out of your precious short term memory space • Managing sabotaging self-talk | <ul style="list-style-type: none"> • Learning to take a proper breath! • Quick relaxation techniques when you only have a minute to spare |
| Creative Problem Solving | <ul style="list-style-type: none"> • The six steps to creative problem Solving: gathering information, problem definition, brainstorming, generating solutions, analysing solutions, selecting a solution. | <ul style="list-style-type: none"> • Planning your next move • Brainstorming techniques including mind-mapping and De Bono’s ‘Six Thinking Hats’. |
| Mind Power: Change Your Life By Changing Your Mind | <ul style="list-style-type: none"> • Controlling day-dreaming to prevent procrastination • Putting a stop to negative thought patterns | <ul style="list-style-type: none"> • Fine-tuning your focus in order to make things happen • Beating indecision |
| Word Power: Change Your Life By Changing Your Language | <ul style="list-style-type: none"> • What our sub-conscious hears when we use negative language • Words to avoid and words to introduce to your vocabulary | <ul style="list-style-type: none"> • Selecting words that will produce action in ourselves and in others • How positive self-talk actually works |



2 Day Master Program

Personal Productivity – The Pathway to Success

\$528 per person (GST inclusive)

Includes training materials **plus a complimentary book** from our library of best sellers on the topic of Personal Productivity.



VENUE:

MPS Training Centre

Unit 9/141 Flemington Road
Mitchell, ACT

A word from your facilitator:

I am so excited about this master program. It is filled with the best tools and techniques that I have gathered over the past 12 years as a trainer of corporate and public professional business programs as well as through my knowledge and experience of NLP (Neuro-Linguistic Programming), HBDI (Herrmann Brain Dominance Instrument) and counselling. It is inspired by the work of dozens of psychologists, authors and experts in the field of motivation, productivity and mind power; including: Stephen Covey, Yvonne Oswald, Edward de Bono and James Allen.

I look forward to you joining me on this 2 day journey that will assist you in sweeping up, re-organising and re-invigorating your work, life and/or career.

For managers, by sending your staff on this program, you are not only providing them the opportunity to learn some incredible time and stress management techniques but also investing in a program that will give you back a more motivated and therefore productive worker!

... **Suzana Evans** (Dip GOV (Management), Dip VET, CIV TAA, Dip Management, CIV Government, Dip Counselling (current), Accred. HBDI, Enneagram, NLP



Enquire now!

Contact our friendly MPS Training staff today, to book your place or to ask for a topic flyer. Be quick as seats are limited!

Ph | 02 6123 0500

E | training@mpsolutions.com.au

W | www.mpsolutions.com.au

