

# Achieving Personal Effectiveness Course

Boost your professional impact by developing structured self-management, time organization, and interpersonal effectiveness strategies.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://sdfm.graduateschool.edu/courses/achieving-personal-effectiveness>



[CustomerRelations@graduateschool.edu](mailto:CustomerRelations@graduateschool.edu) •  
[\(888\) 744-4723](tel:(888)744-4723)

## Course Outline

### Module 1: Gaining Effectiveness through Analyzing Behaviors, Accountability, Professionalism, Communication Skills, and Mindset

- Understand the role of professionalism, communication, and mindset in effectiveness
- Evaluate personal behaviors and how they impact workplace interactions
- Define and practice self-accountability and effective communication
- Develop a proactive mindset aligned with personal values

### Module 2: Apply Accountability Practices in Personal and Professional Situations

- Recognize accountable behaviors across various settings
- Apply effective communication and responsibility strategies
- Create a culture of accountability in teams and organizations
- Use lead and lag measures to focus on outcomes

### Module 3: Identifying Strengths, Existing Skills, and Areas that Need Developing

- Use the DiSC profile to assess personality and communication styles
- Reflect on current strengths and professional competencies
- Identify personal development areas using OPM competencies

### Module 4: Using Effective Language

- Apply assertive communication styles using SBI (Situation, Behavior, Impact)
- Adapt communication to DiSC personality styles
- Resolve conflict using "I" statements and emotional intelligence techniques

### Module 5: The Impact of Personal Effectiveness

- Recognize how personal style and communication affect workplace relationships
- Use head, heart, and hands strategies to influence others positively
- Leverage trust, visibility, and clear communication to enhance influence

### Module 6: The Steps to Become More Personally Effective

- Set SMART goals for ongoing growth and improvement
- Identify professional development resources and learning opportunities
- Reflect on self-talk and shift to a growth-oriented mindset

### **Module 7: Strategies for Goal Setting and Planning**

- Develop short- and long-term professional and personal goals
- Align values with desired career outcomes
- Create an action plan for continuous self-improvement