

## Resource Persons

### James Lee Haner, MSTM, MA, PgMP (2010), PMP

*Learning Tree International Instructor*

James is the head of Ultimate Business Resources (UBR) Consulting, specializing in “Building Better Businesses.” UBR is an independent firm offering business consulting and project management services to Fortune 500 companies in the U.S, Europe, Africa, and China. James has more than 30 years of experience in business and IT. His responsibilities have included establishing a corporate Web presence for a Fortune 500 company, creating a successful organization-wide employee development plan, and developing the IT infrastructure for a start-up company in both project management and leadership roles. He earned an MA degree in Management from the Claremont Graduate School and took classes with Peter F. Drucker, “the father of modern management.” James is also an instructor for Course 344 - Effective Time Management: Investing Time for Maximum Return, author of three courses and technical editor for two more for Learning Tree, International as well as a certified Project Management Professional (PMP). He is a contributing author of “140 Project Management Tips in 140 Words or Less” published in 2010.

### Neil McCracken

*Management Trainer and Consultant*

Neil is a training professional versed in all aspects of training and development. He has successfully managed a training company for eleven years and gained extensive hands on experience of managing client development projects in a wide variety of sectors. He is also proficient in marketing campaigns and sales business generation. Neil works in client consulting and advisory roles to support HR functions in the development of individuals and managers. He has developed and delivered in excess of 300 team, leadership and personal development programmes in addition to delivering substantial levels of qualification based management programmes for major businesses.

## Company Profile

*Learning Tree International* was founded in 1974 and has grown to become a leading worldwide provider of training for managers and IT professionals. Since its founding, Learning Tree has provided high-quality training to over 1,800,000 course participants from more than 13,000 organisations around the world. Approximately two-thirds of Learning Tree’s participants come from Fortune 1000-level companies, their international equivalents and government organisations.

# PERSONAL SKILLS FOR PROFESSIONAL DEVELOPMENT

Maximizing personal effectiveness in the workplace

## COURSE FEE, DATE AND VENUE DELIVERIES

*Resources provided include: Training Kit, Snacks, and Certificate*

### FIRST DELIVERY

Date	: March 11-15, 2013	Coordinating Center	: IRRI
Venue	: Los Baños, Philippines	Cost	: USD 2,000

### SECOND DELIVERY

Date	: TBA	Coordinating Center	: TBA
Venue	: TBA	Cost	: TBA

### THIRD DELIVERY

Date	: TBA	Coordinating Center	: TBA
Venue	: TBA	Cost	: TBA

### FOURTH DELIVERY

Date	: TBA	Coordinating Center	: TBA
Venue	: TBA	Cost	: TBA

FOR ALL INQUIRIES / RESERVATIONS  
PLEASE CONTACT THE RELEVANT COORDINATOR BELOW

### ICDDR, B Coordinator:

#### **A.B.M. Mahabubul Alam**

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### IWMI Coordinator:

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### IRRI Coordinator:

#### **Ms. Annabelle “Bheng” Aquino**

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A Cross-Center Human Resource Initiative

# PERSONAL SKILLS FOR PROFESSIONAL DEVELOPMENT

Maximizing personal effectiveness in the workplace



In partnership with



# Overview

Today's organizations place great emphasis on personal responsibility and initiative. Managing yourself effectively and working productively with others is critical to both your professional success and the success of your organization. In this workshop, you gain a comprehensive and proven set of professional skills that help you stay focused, work effectively with colleagues, develop your networks and expertise, and build your reputation for delivering results.



## Introduction

- What professionalism really means
- Working with ethics and integrity
- The components of personal effectiveness

## Realizing Your Strengths and Fulfilling Your Potential

- Evaluating your aptitudes, styles and potential growth areas
- Applying the Multiple Intelligences Model
- Compiling a personal strengths inventory
- Uncovering the talent paradox

## The core elements of professional excellence

- The three Rs of effectiveness
- Building your professional reputation

## Developing your professional power

- Analyzing sources of professional authority
- Strategies for building influence

## Enhancing Your Thinking Toolset

### Understanding thinking processes

- Refining your mental models
- Revealing limiting mental frameworks
- Using whole-brain thinking to create context and meaning

### The core of interpersonal effectiveness

- Recognizing the core process of human interaction
- Enhancing your emotional intelligence
- Analyzing language to identify priorities
- Giving and receiving constructive feedback

### Achieving Results in Pressure Situations

#### Working productively with colleagues

- Identifying important players in your work environment
- Working with difficult co-workers
- Being assertive without aggression
- Building productive relationships at all levels

#### Managing stress productively

- Effective stress management techniques
- Positive vs. negative stress
- Developing mental toughness
- Harnessing the power of positive thinking Building Your Professional Reputation

#### Amplifying your effectiveness by networking

- The benefits of informal networks
- Using social networks to make a positive difference
- Responding to change and contributing to the climate of the organization

#### Putting your message across

- Structuring your points in a logical and compelling order
- Selecting the best medium for messages

#### Presenting your ideas with confidence

- Identifying what your audience needs
- Matching your presentation approach to audience needs and mood

#### Developing your style and confidence

#### Designing your blueprint for effectiveness

- Creating a plan for greater personal effectiveness
- Committing to professional excellence

## Program Methodology

This practical 4-day program, which is conducted in small groups and is highly interactive, focuses on learning techniques to achieve your professional goals, including:

- Evaluating your strengths and style
- Building productive working relationships
- Identifying the key players in your work environment
- Add – Achieving results in pressure situations
- Practicing assertive communication
- Presenting your ideas and image
- Building your development plan
- Target Participants

## You will learn how to

- Achieve maximum productivity and effectiveness in your organization
- Develop your personal credibility and professional reputation
- Get results working with different and difficult personality types
- Maintain focus in pressure situations
- Maintain effective relationships across levels and functions



## Target Participants

This training is ideal for early career Scientists, Post Doctoral Fellows, and Support professionals who want to maximize their personal effectiveness and work successfully with people, projects or information