



Effective Personal Leadership®

Participants in this 14-session program will realize their potential for personal leadership, increase self-motivation, and develop a written and specific plan of action for success.

Program consists of a kick-off session, a goals workshop and the following 12 lessons:

1 – Your Potential for Personal Leadership

- Believing in Your Full Potential
- Discovering Your Untapped Potential
- Your Opportunity for Leadership Growth
- Personal Leadership Requires Courage
- Focusing on Your Strengths
- The Rewards of Leadership
- The Internal Nature of Personal Leadership

2 – Self-Knowledge: The Source of Personal Leadership

- Self-Knowledge and Emotional Intelligence
- Leading with Emotional Intelligence
- Understanding Our Past
- Breaking Out of a Conditioned Existence
- Developing a Strong Self-Image
- True Leaders Are Authentic Leaders
- Committing to Authentic Leadership

3 – Six Essentials of Personal Leadership

- Success Essential #1: Personal Responsibility
- Success Essential #2: Purpose
- Success Essential #3: Plan
- Success Essential #4: Passion
- Success Essential #5: Positive Expectancy
- Success Essential #6: Persistence

4 – Take Personal Responsibility

- Personal Responsibility Equals Freedom
- Personal Responsibility and Self-Motivation
- Recognizing Our Basic Human Needs
- The Disadvantages of Motivation Through Fear
- The Limits of Motivation Through Incentive
- The Power of Motivation Through Attitudes

5 – Discover Your Purpose

- Singleness of Purpose Requires Commitment
- Discovering Your Life Purpose
- Crystallizing Your Life Purpose
- Establishing Your Priorities
- Creating a Personal Mission Statement
- The Fundamentals of Goal Setting
- Avoiding Distractions on Your Path

6 – Plan Your Path

- Programming Your Goal-Setting Computer
- Committing to Your Goals
- Understanding Different Goals
- Tangible and Intangible Goals
- Obstacles to Goals Achievement
- The Power of Target Dates
- Is it Worth it to Me?

Lessons 7 - 12 on back.



Developing Leaders and Organizations to Their Full Potential!



Effective Personal Leadership®

Lessons 7 - 12

7 – Ignite Your Passion

- Making Passion a Way of Life
- The Hallmarks of Genuine Passion
- Enthusiasm Reflects Your Passion
- Controlling the Emotional Climate
- How to Build Enthusiasm
- The Benefits of Enthusiasm

8 – Act with Positive Expectancy

- Positive Expectancy Requires Belief
- How Positive Expectancy Works
- Positive Expectancy Starts with Affirmation
- Positive Expectancy is Magnified with Visualization
- Developing an Attitude of Positive Expectancy
- How Our Attitudes and Habits are Formed
- Changing Current Attitudes and Habits
- The Self-Fulfilling Prophecy

9 – Follow Through with Persistence

- Reasons Why People Quit
- Developing Iron-Willed Persistence
- Turning Adversity Into Opportunity
- Making Good Decisions Requires Persistence
- Persistence Pays Off!

10 – Living a Balanced Life

- The Total Person® and Personal Leadership
- Planning Your Time with Priorities in Mind
- Time is Your Most Valuable Asset
- Taking Responsibility for the Time You Use
- Becoming a Total Person®

11 – The Art of Successful Communication

- Leaders are Communicators
- The Critical Role of Empathy in Communication
- Learning to Listen with Empathy
- Developing Empathy
- Setting an Example by Relationship Management
- Leadership Through Communication

12 – Multiplying Your Leadership

- Leaders Have Integrity and Character
- Leaders Are Role Models
- Leaders Are Developers of People
- Leaders Are Empowerers of People
- The Rewards of Empowering Others
- Living a Life Filled with Potential
- The Leadership Challenge