COURSE SYLLABUS

Achieving Personal Effectiveness Course (Self-Paced)

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

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/achieving-personal-effectiveness-course-self-paced



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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