

Effective Personal Leadership (12 lessons)

- Realise your potential for personal leadership through building on strengths and improving self-image
- Make choices for success by overcoming past conditioning
- Overcome self-limiting obstacles to personal leadership
- Experience self-motivation by altering attitudes, behaviours and habits
- Develop a written, specific plan for success
- Up to 46 hours of CPD time

Releasing Your Untapped Potential

Introduction

The Total Leader® concept and personal leadership
Understanding what personal leadership means
Personal leadership versus formal leadership

How to develop personal leadership
Developing personal leadership through goals
Starting the goals process

Lesson 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

Lesson 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

Lesson 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

Lesson 4: Take Personal Responsibility

- Personal responsibility equals freedom
- Personal responsibility and self-motivation
- Recognising our basic human needs
- The disadvantages of motivation through fear
- The limits of motivation through incentives
- The power of motivation through attitudes

Lesson 5: Discover Your Purpose

- Singleness of purpose requires commitment
- Discovering your life purpose
- Crystallising your life purpose
- Establishing your priorities
- Creating a personal mission statement
- The fundamentals of goal setting
- Avoiding distractions on your path

Lesson 6: Plan Your Path

- Programming your goal-setting computer
- Committing to your goals
- Understanding different goals
- Tangible and intangible goals
- Obstacles to goal achievement
- The power of target dates
- Is it worth it to me

Lesson 7: Ignite Your Passion

- Making passion a way of life
- The hallmarks of genuine passion
- Enthusiasm reflects your passion
- Controlling the emotional climate
- The benefits of enthusiasm

Lesson 8: Act with Expectancy

- Positive expectancy requires belief
- How positive expectancy works
- Positive expectancy starts with affirmation
- Positive expectancy is magnified with visualisation
- Developing an attitude of positive expectancy
- How our attitudes and habits are formed

- The self-fulfilling prophecy

Lesson 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

Lesson 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®

Lesson 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

Lesson 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

The Plan of Action

Personal Goals

Dreams and desires
Mission statement
Goals and plans – Total Person concept
Personal accomplishments

Business Goals

Productivity goals
Overall business goals
Tracking success
Management tools
Business accomplishments

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