

# Personal Effectiveness Programme

## What is this about?

This programme offers participants an opportunity to take stock of their lives. It is built around 3 key questions:

- Where am I now?
- Where do I want to get to?
- How do I get there?

The programme is about helping people make changes in their lives. It does not promise a miracle cure to every difficulty and pain. It does offer participants a window onto a future they really aspire to, as well as some powerful resources for getting there.



## Who is the programme for?

The programme is intended for people living or working in particular neighbourhoods or areas. Although it has been developed in the context of community regeneration and neighbourhood renewal, it is designed to help *personal* development rather than community development. We believe that an empowered community can only be created by empowered individuals.

## How is the programme delivered?

The programme works best with groups of between 6 and 15 people. Participants may or may not already know each other – it works either way!

The full programme lasts around 20 hours, with 9 sections each lasting about 2 hours. It works best if held over 3 consecutive days, but can be delivered successfully in other ways.

The style of the sessions is highly participative, using a wide range of techniques and tuning in to different learning styles. Although there is plenty of information and demonstration, we are careful to create a relaxed and supportive atmosphere in which participants can share experiences and learn from one another.

## **Personal Effectiveness Programme – Outline**

### **DAY 1 - WHERE AM I NOW?**

#### **1. Limbering up**

- Overview: aims and themes of the programme
- Introductions to one another
- How people learn – and how the programme caters for different learning styles
- How people react to and achieve change
- Group agreement

#### **2. How do I see myself?**

- How people see things differently – the map is not the territory!
- What we know and don't know about ourselves – and how we can become more self-aware
- Self-images – what helps and hinders us

#### **3. How did I get here?**

- Self-esteem – how much of it do we have, and how can we get more?
- The influences that shaped who we are – key events, people and learning experiences
- Uncovering the messages you give yourself, and learning to change them
- Glimpsing a different future

## **DAY 2 – WHERE DO I WANT TO GET TO?**

### **4. What's important to me?**

- The 'human givens' – core needs common to all people
- What's important in my life? What makes me happy and fulfilled?
- Values and beliefs – empowering and disempowering ones
- Emotional states

### **5. Relating to others**

- What happens when people communicate – and how it breaks down
- Achieving rapport with others
- Suspending judgement
- Listening and questioning skills

### **6. What changes do I want in my life?**

- Rights and responsibilities
- Mapping out changes you want in different areas of your life
- The circle of influence – what you can and cannot control
- Deciding to make change

## **DAY 3 – HOW DO I GET THERE?**

### **7. Getting better results**

- Accessing inner resources
- Using language to empower yourself and get results
- Assertiveness skills and techniques
- Learning from others

## **8. Making changes happen**

- Techniques for focusing on your goals
- Developing a personal action plan
- Learning by trying things out – and dealing with setbacks

## **9. Taking away what we have learnt**

- What's different?
- Tools for sustaining change
- Sharing experiences and reflecting on the programme