

# Being active in your own development

Hands-on course of 2 days - 14h

Ref.: ADD - Price 2024: CHF1 550 (excl. taxes)

The main goal of this training is to help you become proactive in developing your capabilities in both personal and professional settings. You'll learn how to be confident in yourself and better use your emotional potential to build constructive relationships and achieve your goals.

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Identify and rank their needs

Get motivated by your personal and professional goals

Develop your assertiveness to build constructive relationships.

Engage in proactive behavior in order to personally and professionally advance

Use your emotions for your benefit

## TEACHING METHODS

Interactive description, self-diagnosis tests, hands-on exercises, role-playing, individualized analyses.

## HANDS-ON WORK

Many self-diagnosis, hands-on exercises, role-playing, individualized analyses.

## THE PROGRAMME

last updated: 05/2024

### 1) Develop ways to satisfy your needs

- Identify your fundamental needs
- Recognize your intrinsic worth
- Increase your tolerance for frustration.

*Exercise : Self-diagnosis of your needs and prioritizing them; individualized analysis.*

### 2) Identifying your motivations.

- Deciding or letting it happen to you?
- Getting motivated.
- Achieving your personal and professional goals.

*Exercise : Self-diagnosis of motivations. Individualized analysis.*

### 3) Knowing how to analyze your errors and successes.

- Being able to take responsibility for your mistakes.
- Redefining failures and learning from them.
- Identifying the causes of your successes.

*Exercise : Case study. Assessing the causes of failures and successes. Individualized analysis.*

### 4) Developing self-affirmation to build constructive relationships.

- Identifying basic attitudes: Assertiveness, passiveness, aggressiveness, manipulation.
- Fighting your harmful tendencies.
- Knowing how to ask and receive.
- Having the courage to say no.
- Applying the DESC method.

*Exercise : Self-diagnosis of basic attitudes. Hands-on exercises in the DESC method. Scenarios.*

## PARTICIPANTS

Anyone who wants to take stock, get to know themselves better, and develop their professional skills.

## PREREQUISITES

No particular knowledge.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

### 5) Developing proactive behaviors.

- Identifying your spheres: Between influence and concerns.
- Being reactive or proactive?
- Overcoming your personal barriers.
- Practicing self-determination in any situation.
- Ending procrastination.

*Exercise : Hands-on exercises of reactive and proactive attitudes. Role-playing*

### 6) Developing your emotional potential

- Identifying your emotional register.
- Encouraging energizing emotions.
- Managing unpleasant emotions: Anxiety, fear, discouragement, etc.
- Being able to confront your own spontaneous irrational thoughts.

*Exercise : Self-diagnosing your emotions. Exercises in confronting harmful emotions.*

### 7) Coming up with a custom action plan.

- Designing SMART goals for cognitive and behavioral progress.
- Building your personal action plan for skills development.

*Exercise : Writing a personal action plan for skills development. Individualized analysis.*

## DATES

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### REMOTE CLASS

2025 : 03 Mar, 30 Jun, 01 Sep, 03  
Nov