



## 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:**

<p><b>1 – Your Potential for Personal Leadership</b></p> <ul style="list-style-type: none"> <li>• Believing in Your Full Potential</li> <li>• Discovering Your Untapped Potential</li> <li>• Your Opportunity for Leadership Growth</li> <li>• Personal Leadership Requires Courage</li> <li>• Focusing on Your Strengths</li> <li>• The Rewards of Leadership</li> <li>• The Internal Nature of Personal Leadership</li> </ul>	<p><b>2 – Self-Knowledge: The Source of Personal Leadership</b></p> <ul style="list-style-type: none"> <li>• Self-Knowledge and Emotional Intelligence</li> <li>• Leading with Emotional Intelligence</li> <li>• Understanding Our Past</li> <li>• Breaking Out of a Conditioned Existence</li> <li>• Developing a Strong Self-Image</li> <li>• True Leaders Are Authentic Leaders</li> <li>• Committing to Authentic Leadership</li> </ul>
<p><b>3 – Six Essentials of Personal Leadership</b></p> <ul style="list-style-type: none"> <li>• Success Essential #1: Personal Responsibility</li> <li>• Success Essential #2: Purpose</li> <li>• Success Essential #3: Plan</li> <li>• Success Essential #4: Passion</li> <li>• Success Essential #5: Positive Expectancy</li> <li>• Success Essential #6: Persistence</li> </ul>	<p><b>4 – Take Personal Responsibility</b></p> <ul style="list-style-type: none"> <li>• Personal Responsibility Equals Freedom</li> <li>• Personal Responsibility and Self-Motivation</li> <li>• Recognizing Our Basic Human Needs</li> <li>• The Disadvantages of Motivation Through Fear</li> <li>• The Limits of Motivation Through Incentive</li> <li>• The Power of Motivation Through Attitudes</li> </ul>
<p><b>5 – Discover Your Purpose</b></p> <ul style="list-style-type: none"> <li>• Singleness of Purpose Requires Commitment</li> <li>• Discovering Your Life Purpose</li> <li>• Crystallizing Your Life Purpose</li> <li>• Establishing Your Priorities</li> <li>• Creating a Personal Mission Statement</li> <li>• The Fundamentals of Goal Setting</li> <li>• Avoiding Distractions on Your Path</li> </ul>	<p><b>6 – Plan Your Path</b></p> <ul style="list-style-type: none"> <li>• Programming Your Goal-Setting Computer</li> <li>• Committing to Your Goals</li> <li>• Understanding Different Goals</li> <li>• Tangible and Intangible Goals</li> <li>• Obstacles to Goals Achievement</li> <li>• The Power of Target Dates</li> <li>• Is it Worth it to Me?</li> </ul>

**Lessons 7 - 12 on back.**



*Developing Leaders and Organizations to Their Full Potential!*



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### 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