



TRAINING SUMMARY

RSMac Consulting Inc.
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<u>COURSE NAME</u>	Personal Development	<u>LENGTH</u>	30-40 mins
<u>COST</u>	\$49.99	<u>LANGUAGE</u>	English
<u>JURISDICTION</u>	National (Canada)	<u>VOICEOVER</u>	Yes

DESCRIPTION

Whatever you set your mind to achieve, you can achieve. But only if you have a way to achieve it. This Personal development training will give you the additional skills to help you achieve your goals. This module is designed to assist participants by developing a practical set of skills that will improve personal effectiveness both at home and at work. Participants in this course will learn proven techniques that will increase their abilities in key areas: Achieving goals, confident communication, assertiveness, handling difficult people, time management, decision making, self-motivation and positive mental attitude.

LEARNED TOPICS/OBJECTIVES

- Understanding how personal development is all about relationships
- Understanding the 20 mistakes you can make as a leader which prevents you from growing
- Understanding the 7 key steps in being successful

ASSESSMENT

Testing conducted throughout this course is designed to reinforce the information presented. A mark of 80% must be achieved in order to receive a certificate of completion. Participants are able to repeat the course if the pass mark is not achieved.

Upon successful completion of this online course, a certificate of completion will be available for download and printing.

Discounted pricing starts at 3 or more courses. Pricing available for individuals or companies. Contact RSMac Consulting Inc's Learning Centre team directly at training@rsmac.ca for a quote on volume discounts and discuss our Learning Management System for companies.