



Personal Effectiveness

Law Society Finuas Skillnet in Partnership with Law Society Human Resources Department

Date	15 November 2021
Time	2.00pm to 5.00pm
Method	TBC
Full Fee	€186
Discounted Fee*	€160
CPD Hours	3 Management & Professional Development Skills
Event Code	S2174

Numbers on this workshop are limited to 12 participants

Aim and Objectives

This workshop is open to all staff working in a solicitor practice or in-house in the legal services sector. This workshop is designed for those who wish to improve their level of personal communication and assertiveness.

Learning Outcomes

After completing this workshop, participants will:

-) Improve their performance & effectiveness
-) Be aware of their strengths & weaknesses and how they impact effectiveness
-) Work towards closing the gap in their current skillset
-) Recognise the difference between assertive, aggressive, submissive behaviour and have tips for being assertive

Topics

1. What is personal effectiveness
2. 6 key skills of personal effectiveness
3. Personal SWOT analysis
4. Planning & Prioritising
5. Identifying time stealers
6. Dealing with distractions

7. Delegation
8. Differentiating between assertive, aggressive, submissive behaviour and expected reactions
9. Managing expectations
10. When & how to say “no” assertively
11. Group exercises – Practice & feedback
12. Personal action planning

Training Delivery Methodology

-) TBC
-) Instructor led and facilitated, with interactive group engagement.
-) Reflective private study of workshop resources.

Trainer

Naoise Blake

Naoise Blake Training & Development was set up by Naoise Blake in 2000. Naoise has 25 years' experience as a facilitator, trainer, people manager, coach, mentor, Learning and Development Manager, business manager and a consultant in several organisations. She has a wide and loyal client base, with an excellent network within the learning industry. With a thriving business, all new contracts are generated from referrals. Naoise's delivery style is interactive and engaging. She believes that learning should be challenging whilst enjoyable.

Naoise holds an honours degree in Marketing from the University of Glamorgan, a Graduate Diploma in Training and Development from The Institute of Commercial Management and a Diploma in Management from Dublin Institute of Technology. Naoise is also a fellow of IITD (Irish Institute of Training & Development).

***applicable to Law Society Finuas Skillnet Members Only**

**Irish Institute of Training & Development – Multiple Award Winners
Awarded for Excellence & Innovation in Training & Development**

