



# **hda**

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## **THE PERSONAL SUCCESS PROGRAMME**

Challenging

Stretching

Business Focused

Career / Life changing

*In-house Programme For Managers & Their Teams*

**Partnering to deliver:** Employer Branding, Development Centres, Leadership & Management Development, Exec Coaching, ILM Accredited Coaching, Change, Assessment, Psychometrics, Career Review, Outplacement & Career Transition, 360 Feedback, Engagement – Wellness – Resilience Facilitation.

**HDA** is a shareholder in and founder member of CareerNet International (CNI), a network of career transition management and outplacement firms across Europe, North America, South America, Asia and Australasia.



This programme is the result of research into why some people quickly become competent and successful in their work whilst retaining a very good life outside of work.

The programme research started in a major UK organisation and the results proved exciting. When spread across many different organisations the research findings were the same and demonstrated that what differentiated the successful, effective people from the less effective was one Key Attitude and Set of 7 Skills.

## WHAT IS THE PERSONAL SUCCESS PROGRAMME?

The effective people studied had naturally acquired a particular mindset and a set of skills and their success was nothing to do with having a high IQ. It was more to do with EQ – Emotional Intelligence, taking charge of your own learning and life, being Self Directing.

The most exciting part is that these skills can be studied and learnt by anyone. The Personal Success Programme is designed to develop these critical skill-sets in your managers and employees.

The programme is aimed at all levels of staff, not just managers. It is the programme which sits alongside our *Leading & Developing High Performance* programme – hand in glove - with several key principles over-lapping. This means that as all parts of the company develop together rather than staff being 'done unto' by leaders who have just been on a course!

## RESPONSIBLE INITIATIVE - HOW DOES IT WORK?

The best practice of Self-Directing Professionals has been 'captured' and is ready to share with your organisation.

We help you understand yourself and develop the mindset of these successful people, developing and honing your skills along the way. By committing to this particular mindset and demonstrating the seven skills covered in the programme consistently and systematically, you, too, will become highly effective.

# Responsible Initiative



The programme explores the key attitudes of Responsible Initiative and the 7 key success skills.

## WHO DOES IT WORK FOR?

Anyone who wants to take responsibility for creating their own success and recognise that success does not come about by waiting for the perfect manager, the perfect organisation, the perfect environment or the perfect job.



It shows your people the path to personal excellence.  
Before you are a leader, success is all about growing yourself.

## HOW IS IT APPLIED IN WORK?

By taking the mindset of Responsible Initiative and applying the seven skills you will be able to reach your own potential. Self-directing people see themselves as managing their own business. Their business is themselves. They realise that no-one cares as much about their own success as themselves and that operating this way has a win: win outcome for everyone.

## TYPICALLY WHAT PEOPLE BENEFITS ARE SEEN?

- To be able to use initiative responsibly and well
- To start using the high achiever behaviours
- To remove self-imposed barriers
- To positively influence others outside your span of control
- To negotiate for success
- To control your workload instead of it controlling you
- To develop your personal power

## TYPICALLY WHAT TEAM BENEFITS ARE SEEN?

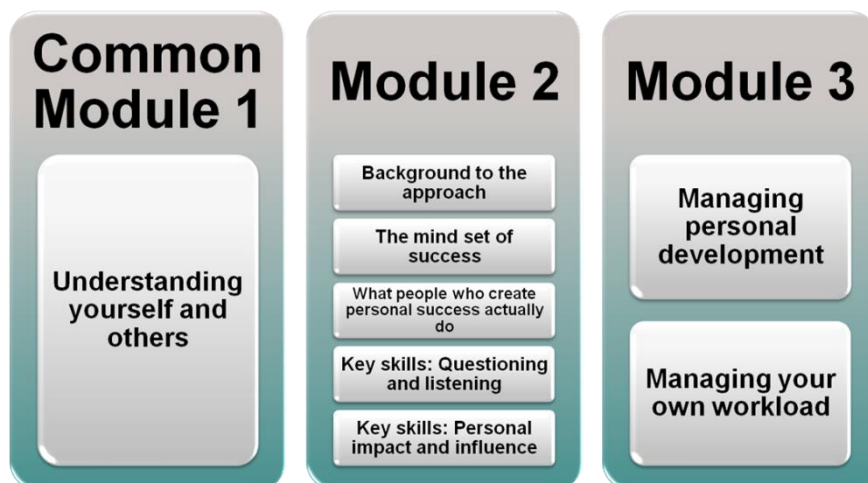
Having team members who:

- Use their initiative responsibly to get things done and achieve targets
- Manage their own learning and take the necessary steps to grow and develop
- Understanding how to use their own and other's strengths
- Take responsibility for their own motivation and how to increase this at work

# COURSE DESCRIPTION

## THE PERSONAL SUCCESS PROGRAMME

This programme will allow you to learn about and apply new skills as well as brush up on those you already possess. And it starts by exploring your own personality and preferences for working, as described by your Insights Discovery Profile – a unique and memorable profiling tool.



## MODULE 1 – SELF AWARENESS

### Understanding yourself and others

Objectives:

- To understand the Insights Discovery® personality tool and model
- To identify personal preferences and their likely impact on leadership style and personal success
- To understand own strengths and weaknesses
- To learn how to adapt and connect to different personality types for maximum benefit
- To provide a solid foundation to the programme

### Action planning

- Develop/add to personal action plan

### Delivery method:

- Workshop – one day

## MODULE 2 – MINDSET AND KEY SKILLS

### Review against objectives

Recap on prior learning and identify how it has been applied

### Background to the approach

Objectives:

- To appreciate the legitimacy of the background to the programme
- To understand the changing context in which we work and live and align thinking and approach accordingly

### The mindset of success

Objectives:

- To understand the importance of the Responsible Initiative central mindset
- To recognise the reinforcing concepts and attitudes for success
- To assess own attitudes against the mindset through a thorough evaluation of Underlying Beliefs self assessment questionnaire.
- To understand the concept of Emotional Intelligence

### What people who create personal success actually do

Objectives:

- To appreciate the seven key skills required for creating personal success
- To develop understanding through evaluation of own skills using the Key Skills self assessment questionnaire.

### Questioning and listening

Objectives:

- To develop the skills of questioning and listening
- To understand what is required, reduce ambiguity, explore expectations and establish a clear brief

### Personal impact and influence

Objectives:

- To understand what impact one's own behaviour has on others
- To develop strategies for changing behaviour to increase impact
- To understand own preferred influencing style
- To develop different strategies for influencing
- To put oneself in other people's shoes

### Action planning

Develop/add to personal action plan

### Delivery method:

- Workshop - one day

## MODULE 3 – MANAGING TIME AND PERSONAL DEVELOPMENT

### Review against objectives

Recap on prior learning and identify how it has been applied

### Managing personal development

Objectives:

- To understand own motivations using Motivational Maps®
- To manage own development and continuous improvement in a changing environment
- To understand own role in the performance management cycle
- To be able to successfully use the skills of seeking and receiving feedback
- To recognise why people sometimes don't hear praise or criticism

### Managing your own workload

Objectives:

- To understand the difference between strategic, tactical and operational activities
- To understand how to manage own manager
- To recognise and manage own workload profile
- To manage stress

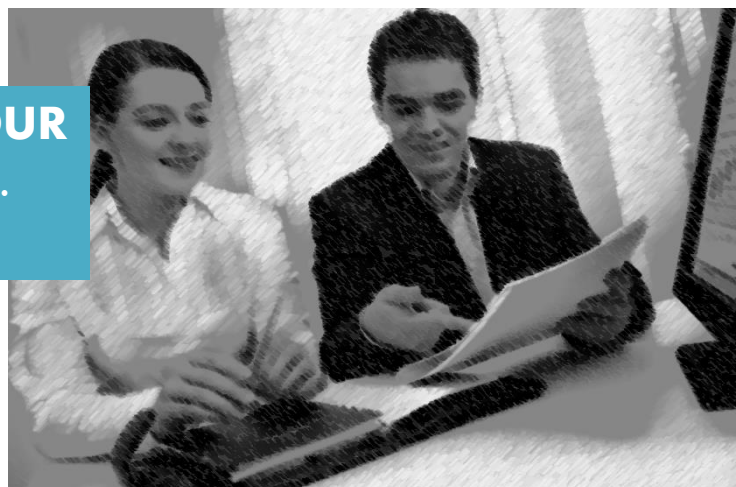
### Action plan

Final review of action plan and next steps

### Delivery method:

- Workshop - one day

## OUR PROGRAMMES MAKE YOUR PEOPLE THE BEST THEY CAN BE. WE'VE DONE IT FOR OTHERS



**A quality accredited HR / Learning & development solutions provider operating across all sectors for over 30 years**

Our mission is – helping employees:

**Perform better in their current role** (principally: assessment for development, coaching, blended learning solutions)

**Fit better within their organisation** (principally: assessment for redeployment, staff engagement / EVP consultancy, surveys and focus groups)

**Transition successfully into a new role** (principally: career transition support for onboarding, re-deployment, outplacement and retirement)

We work across the UK and internationally. Organisations work with us because of our blended offering, our established international network, our client relationship flexibility and our uncompromising outcomes-focused approach to everything we do.

# hda

We partner with organisations including many of the largest and most successful organisations in the world, as well as to the public sector and SMEs. We develop long-term relationships with the organisations with which we work, delivering a broad range of human capital consultancy projects and services throughout the full employment life cycle.