

# PERSONAL EFFECTIVENESS TO THE GROWTH OF AN ORGANIZATION

EMPLOYEE'S BEHAVIOUR IMPROVES OR  
DEGRADES THE OPERATIONAL PERFORMANCE IN  
AN ORGANIZATION


- 
- PERSONAL EFFECTIVENESS INVOLVES:
  - 1. SKILLS
  - KNOWLEDGE
  - EMOTIONAL
  - SOCIAL


# WHAT IS PERSONAL EFFECTIVENESS?

- PERSONAL EFFECTIVENESS DEALS WITH MAKING THE MOST OF WHAT WE HAVE DEEP WITHIN
- PERSONAL EFFECTIVENESS MEANS MAKING USE OF ALL THE RESOURCES(BOTH PERSONAL AND PROFESSIONAL),YOU HAVE AT YOUR DISPOSAL.
- RESOURCES  
LIKE:(TALENTS,STRENGTHS,SKILLS,ENERGY,TIME) TO ENABLE YOU MASTER YOUR LIFE AND ACHIEVE BOTH WORK AND LIFE GOALS

## HOW TO BUILD YOUR PERSONAL EFFECTIVENESS FOR THE GROWTH OF AN ORGANIZATION

- DON'T HESITATE TO BE DIFFERENT
- WORK ON YOUR STRENGTH AND BRING YOUR STRENGTH TO PLAY WHILE CARRYING OUT A TASK
- SELF ORGANIZATIONAL SKILLS: BE PUNCTUAL & DISCIPLINE TO YOUR PERSONAL AND PROFESSIONAL TASK, AVOID PROCRASTINATION: IT HAPPENS DUE TO SEVERAL REASONS LIKE: LAZINESS, DISLIKING TASK, FEAR OF BEGINNING. ETC

- 
- COMMITMENT
  - CONSTANT EVOLUTION/CHANGE FOR IMPROVEMENT/POSITIVE CHANGE
  - ASSERTIVE COMMUNICATION
  - RELATIONSHIP BUILDING SKILLS
  - TAKE RESPONSIBILITY WORK ON YOUR TIME MANAGEMENT, ANGER MANAGEMENT & EMOTIONAL MANAGEMENT

- 
- BE PROACTIVE
  - SET YOUR PRIORITIES RIGHT-COMplete TASK AT A TIME SO THAT YOU DO NOT FEEL STRESSED
  - ALWAYS KNOW TRHE CONSEQUENCES FOR YOUR DECISIONS.

# QUESTIONS?

- THANK YOU