

Sue Ovens Seminars

'Empowering people to develop their strengths and overcome their weaknesses'

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Proposed Training Program Outline

Name of Organization:

Target Group:

Training Seminar: "Discovering the Personalities"

Learning about the Personality Temperaments is a

- Communication Skill
- Life skill
- Workplace skill
- Tool for your "tool box" for life!

Training goals/outcomes

- To encourage staff to work as a team
- To improve team building skills
- To understand personal strengths and weaknesses
- To work from your strengths and not your weaknesses
- To learn how to apply the information to your business and personal lives
- To understand the needs and temperaments of clients
- To understand the temperaments of each other in the work place
- To develop better customer service practices
- To enhance management skills
- To improve work place environment through a better understanding of each others needs and behaviour

Sequencing of training

- ½ day or full day

Delivery methods to be used

- Trainer to use PowerPoint facilitation and handouts

Appropriate learning activities

- Completing personality profile
- In-depth discussion of each temperament to illustrate and understand each temperament
- Workshop style interaction between the facilitator and attendees within time availability
- Comprehensive handouts for attendees
- After-seminar assignment

Trainer to provide

- PowerPoint presentation and laptop (if necessary)
- Personality Profile
- Handouts

Organization to provide

- Training room with data projector
- “Class room” style set-up of venue (preferable)
- Photocopying of handouts (to be discussed)

.....expanding boundaries and creating vision.....