

## **E-LEARNING**

### **SELF-AWARENESS AND PERSONAL DEVELOPMENT**

Understanding your emotions, strengths and weaknesses and creating a personal action plan can help you flourish. Complete this Short Course, and find a new confidence and awareness in just 30 minutes.

Are you self-aware? Do you have a plan for your personal and professional development?

Self-awareness is understanding who we are, our strengths and weaknesses, our drives and personalities, our habits and values.

Through understanding your own strengths, weaknesses, habits and values, you become aware of the areas that you may wish to focus on or develop, to ensure that you maximise your existing skills.

Organisations can utilise employees' self-awareness to create a tailored development than that builds on existing skills and develops new ones, potentially addressing shortages within the existing workforce.

#### **The Course**

The Highfield e-learning Short Course in Self-Awareness and Personal Development is designed to help individuals understand their emotions, strengths, weaknesses and sense of worth, and create a personal action plan from this new-found awareness.

Learners on the course will understand what self-awareness and personal development is, and the importance of taking time to reflect and assess their own strengths, weaknesses and aspirations. The course will provide learners with the tools to effectively self-assess and set realistic goals for personal development. Finally learners will understand that through being self-aware, and taking positive steps, they can positively impact on all areas of their life and effectively embrace change.

#### **Areas Covered**

- What is self-awareness and personal development?
- Reflection
- The Importance of reflection
- Strengths, weaknesses, opportunities and threats (SWOT)
- Confidence
- Personal development
- Stages of skill development
- Aspirations
- Energy
- SMART goals

Nichol Associates Ltd

Unit 19 Blue Sky Way, Monkton Business Park South, Hebburn, Tyne and Wear NE31 2EQ  
Tel: 0191 438 5432 Fax: 0191 469 9562 Mail: [heathertrow@nicholassociates.co.uk](mailto:heathertrow@nicholassociates.co.uk)

- Mission and vision statements
- Attitude
- Embracing change

**Typical Duration**

20 - 40 minutes

