



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Achieving Results, First Edition

Course Number: AX084-129SG

Days: Self Study

Description: This book outlines a simple, time-tested four-step process to guide you toward consistently achieving your desired results. Attaining results means solving problems, defining worthwhile results, managing risk and change, developing leadership skills, and growing personally, professionally, and spiritually. With the roadmap provided, you will save time, energy and resources. You will learn to apply techniques for both personal and professional results, decide what it is you want and how to get it, and reap the rewards and recognition of success.

Topic-Level Outline

Introduction: Achieving Desired Results

Knowing What You Want

Five Criteria for Achieving Worthwhile Results

Off-the-Chart Results Assessment

Stage 1: Home--Deciding What You Want

What Is Home?

Achieving Results Means Change

Home Stage Tasks Asking Questions

Creating a Vision and Result Mission

Establishing Goals

Setting Standards and Expectations

Stage 2: Help--Getting Help and Creating an Action Plan

What Is Help?

Help Stage Tasks

Identifying Resources

Getting Empowered

Developing Skills

Creating an Action Plan

TOC Continue...

Stage 3: Challenge--Testing the Plan

What Is Challenge?
Challenge Stage Tasks
Checking Your Attitude
Increasing Your Influence
Testing and Monitoring the Plan
Creatively Tinkering

Summary: Putting the Process to Work
How Personality Styles Affect Results

Achieving Desired Results: Examples
Good vs. Great Organizational Results
Additional Reading

Stage 4: Prize--Reaping the Results

What Are Prizes?
Prize Stage Tasks
Evaluating Your Results
Gaining Learning Experiences
Reaping Rewards and Recognition
Gaining Inner Wealth
Going Home and Beginning Again

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
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