



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 - Developing Self-Esteem, Revised Edition

Course Specifications

Course Number: AXO84-037SG

Course Length: Self Study

Description: Maximize your marketable strengths. Create a permanent, positive belief system. The rewards will touch every area of your life. Develop a positive belief system. Risk change and overcome fears. Turn negative thinking patterns around.

Topic-Level Outline

Part 1: How to Believe in Yourself and Others

Section 1: What Is Self-Esteem?

How Would You Define Self-Esteem?

Who Wears What Mask?

How High Is Your Self-Esteem?

Summary

Section 3: Create a Positive Belief System

Expand Your Professional Development

Balance Your Life!

Summary

Section 2: Risk Change and Overcome Fear

Four Steps to Overcome Fear

Summary

TOC Continue...

Part 2: How to Make What You Want to Happen Come True

Section 4: Identify Your Marketable Career Strengths

Career Strength Exercises

Verifying Marketable Career Strengths

General Assessment Review

Summary

Section 5: Take the Time to Dream

Learn How to Dream for Success

Summary

Section 6: Decide What You Want, When and How!

Decisions, Decisions, Decisions

How to Plan for Success

Eight Helpful Hints for Managing Your Time

Summary

Section 7: Take Action for Success

Never, Never Give Up

To Do List

Summary

Part 3: Summary and Appendix

Self-Esteem Action Plan

Appendix

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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