



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 - Finding Your Purpose

**Course Number:** AXO84-053SG

**Days:** Self Study

**Description:** One of the most fundamental questions we ask ourselves is "Why am I here?" In our efforts to answer this question, many of us become motivated to seek another path, one that will lead to greater personal and spiritual fulfillment. The same is true of our professional lives. This book helps you find a level of success in your career by guiding you through the process of self-discovery. The knowledge you gain will help you clarify your values, recognize your talents and skills, and overcome the intuitive blocks you may have. Filled with many thought-provoking exercises and friendly advice, this book will show you how you can find your purpose and change your life.

## Topic-Level Outline

### Part 1: What Is Purpose?

Living "On Purpose"  
What Other Authors Say About Purpose  
Making Distinctions  
Exploring the Role of Passion  
Distinguishing Purpose from Meaning  
Expressing Your Purpose in All Your Life  
Domains  
Seeking Purpose Through the Life Cycle  
Unveiling Your Purpose

### Part 2: Veil 1: Busyness

Does Busyness Equal Success?  
Taking Time for What You Enjoy  
Recognizing Your Talents  
Identifying Your Skills  
Merging Your Talents and Skills  
Removing the Veil of Busyness  
Cultivating Silence

### **Part 3: Veil 2: What Will Other People Think?**

The Tyranny of the Should  
Understanding the Three Layers of Should  
Removing the Veil: Clarify Your Values  
Replacing Should with Values Statements  
Resolving Values Conflicts  
Listening to Your Intuition  
Letting Go of Blocks to Intuition  
Amplifying Your Intuition

### **Part 4: Veil 3: I'm Not Enough**

Rethinking Your Perceived Shortcomings  
Avoiding the Comparison Trap  
Removing the Veil: Raising Your Self-Esteem  
Analyzing Your Self-Talk  
Giving Yourself Daily Acknowledgments  
Keeping a Gratitude Journal  
Replacing Negative Self-Talk with Affirmations  
Discovering Your Uniqueness

### **Part 5: Veil 4: Fear**

Understanding the Veil of Fear  
Interpreting Fear as a Step Toward Growth  
Recognizing Your Sense of Fear  
Befriending Your Fears  
Removing the Veil: Taking Risks  
Getting Started with Smaller Risks  
Taking Steps to Improve Your Risk Taking

### **Part 6: Veil 5: The Seduction of More**

Rethinking Your Quest for "More"  
Examining the "Have, Do, Be" Formula for Happiness  
Removing the Veil: Shifting to Being  
Deepening Your Understanding of Being  
Reaching a Conclusion About Your Purpose  
Final Word Additional Reading

## **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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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.  
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



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