

## PETER NG TRAINING CONSULTANCY

Asia Pacific Distributor for SERVICE QUALITY INSTITUTE, USA



### Developing Highly Effective Employees

(Developing Personal Effectiveness with ASTIR® - Potentials Development Methodologies)

*“When a man has put a limit on what he will do, he has put a limit on what he can do.”*

#### Synopsis

Everyone is born uniquely talented. Have you ever stopped to think about the very different ways that people tackle assignments and relate to their clients and colleagues? **Every person has unique gifts, talents, and strengths.** Each person can think of things in unique ways, and can in fact do something better than others.

Moving your working style to the highest level means that you must become quick to acknowledge the talents, experience, and uniqueness that you bring to the workplace. Two important assumptions in developing individual's potentials are:

- Each person's talents are unique and enduring;
- Each person greatest room for growth is in the areas of his or her strengths.

Every knowledge worker in a modern organization is an 'executive', regardless of his or her position; each and every employee is responsible for a contribution that materially affects the capacity of the organization to perform and to obtain results.

Success requires more than talent. While talent and knowledge are essential, the key that unlocks them both is our state of mind. When our thinking patterns are altered, new worlds emerge.

To be successful in our profession, we need to tap into our inner potentials. By engaging and developing our personal potentials, we are able to produce much better results with efficiency, effectiveness, and joy. Working with our true potentials is not only satisfying but also enabling ourselves to work with passion and commitment, sustaining the enthusiasm to do our job professionally.

Discover the **ASTIR®** 5-Step potentials development methodologies to understand how to tap into your strengths and turning your strengths into your true potentials thus, switching from being busy to achieving results, will help double your employees' effectiveness and increases efficiency in getting the tasks accomplished with much more positive mental attitude, greater level of self-discipline, and developing better relationships – and be a dynamic achiever.

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### Program Objectives

- Understanding strengths and developing potentials
- Working with our unique strengths to deliver the needed result
- Develop new and healthy way of thinking and feeling
- Minimizing doubts, fears & distractions
- Establishing your Personal Core Values
- Building better relationships and networking
- Double effectiveness and increase overall efficiency
- Understand the importance of solution-focused and result-orientation

### Program Outline

#### **Discover the Power of ASTIR® for Greater Achievement**

- Understanding the Conscious Mind and Non-Conscious Mind
- Understanding ASTIR Potential Development Methodology
- Understanding the 7 Talent-Pillars and Thoughts that governs our Perceptions
- Power Thoughts using GATE process

#### **Analyze**

- Turning Strengths into True Potentials
- Developing & Understanding Positive Mental Attitude
- Understanding the concept of Sense of Responsibility
- Minimizing Doubts, Fears, and Distractions

#### **Self-Understanding**

- Understanding Personal Standards – and How your Personal Standards can empowered or disempowered your Success
- Identifying Key Skills to ascertain and sustain your Success

#### **Taking Charge**

- Self-Leadership is other-centeredness
- Power of Self-Discipline
- Developing Personal Core Values for Greater Achievements

#### **Initiate**

- Power of Networking – Sowing Seeds of Greatness
- Develop a Sense of Urgency and Commitment
- Develop an Attitude of Gratitude for Better Relationships

#### **Response**

- Focus on Solutions
- Practice Positive Self-Talk for Powerful Self-Thoughts

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### **Who Will Benefit Most From This Program?**

This program is highly recommended for every employee enabling them to tap into their personal potentials and strengths to work more effectively, achieving the results set forth, and developing better relationship with people. Because your people are not your greatest asset; but your people's strengths are your greatest asset. A person or an organization will excel only by amplifying strengths, and the greatness of an organization comes from the strengths of each and every employee individually to do a difference and together we can achieve excellence.

ASTIR is a 5-Step process program making a mental breakthrough for each employee that achieving the results are possible only if they believe in their own ability, the commitment to develop higher level of self- discipline, and the enthusiasm to take responsibility for their own performance.

"We cannot change our yesterdays; but we can change our tomorrow. Awake the Leader (Potentials) within You today!"

Peter Ng

### **Duration and Methodology**

This is a 2-day interactive-workshop uses the combination of story-telling methodology, light activities, self-reflection, and understanding the power of positive psychology to relate to the whole learning concepts and experience.

This program can also be tailored in seminar delivery format.