

FREE TO GROW

Free To Grow Lifeskills

To achieve personal success and make a positive contribution in the workplace, people require more than IQ or technical knowledge and skills.

To achieve you must have:

- A sense of personal purpose.
- Strong self-esteem: Belief in their own value.
- Emotional maturity.
- Adaptability: Openness to new ideas and experiences.
- Self-efficacy: confidence in own ability to succeed and handle challenges.
- Achievement orientation: Ability to push oneself and grow continuously.
- Interpersonal competence: Ability to build and maintain meaningful relationships with diverse people.

When the above characteristics are not sufficiently developed, people tend to get stuck in the comfort zone of not taking ownership of their own growth and development and blaming others for their mistakes or lack of progress. They often lag, not utilising the opportunities their organisation offers them and also find it difficult to adapt to change. In short, they tend to stagnate, not realising their potential.

This is often the case amongst entry level employees who seldom get the opportunity to attend EQ or personal mastery training.

Free To Grow Lifeskills was developed to create the climate and provide the tools for proactive self-development and accelerated growth. It helps people accept ownership of their lives and take positive action to improve the quality of their personal and work lives. The programme goes beyond traditional EQ to also address the underlying values, beliefs and attitudes that shape choices and behaviour. It inspires people to be and give their best.

Having acquired the knowledge and skills of personal mastery and self-management, employees are assisted to go one step further to develop the basic attitudes and skills required to build and maintain healthy relationships in their work and personal lives.

This enables them to experience greater personal empowerment, productivity and success.

Expected outcomes

- * A decrease in destructive conflict and confrontation
- * Better utilisation of learning opportunities
- * An increase in enthusiasm, commitment and initiative
- * A more positive work climate and team spirit based on shared values and open communication
- * Less prejudice, greater tolerance for and acceptance of diversity
- * Increased productivity.

“The programme made a **huge impact** with people queuing to attend. Those who were experiencing difficulty in managing themselves have made a 180 degree turnaround. This has helped people take **BIG stretches** in their careers.”

Eleanor Ford,
EAP Manager, Western Cape,
Woolworths

“This course helps people grow as individuals. It makes for **happier, more fulfilled** employees willing to take responsibility for their lives and work.”

Ruth Goodman,
Training Manager Group
Training, The Foschini Group

“The programme has contributed to creating a more **positive and confident** workforce that is more goal orientated with regard to their life and their work environment.”

Yvette van der Linde,
HR Manager, Panorama
MediClinic



l
e
a
r
n
i
n
g
f
o
r
g
r
o
w
t
h

Benefits

Long-term impact:

Long-term impact has been validated by an independent PhD study.

Management support:

A detailed management support guide is provided to give management insight into the process and help them support learners to apply in the workplace what they have learned.

Alignment to the NQF:

The course is aligned to unit standard:

- 120308 (Apply knowledge of self in order to make a personal decision) on NQF 2 – 3 credits.

Programme overview

Module 1: Self-development

- * Self-esteem: Your brake or your petrol pedal.
- * Healing the pain of the past.
- * Personality:
 - Assessing own strengths and development areas.
 - How to use feedback to grow.
- * Setting and achieving meaningful personal goals.
- * Developing a positive attitude.

Module 2: Communication

- * Communication: The glue of good relationships.
- * How to express your opinions, feelings and needs in an open and honest way.
- * Breaking down barriers to communication.
- * Listening: An activity for the heart.

Module 3: Conflict handling

- * The causes of conflict and eliminating unnecessary conflict.
- * Different ways of handling conflict: Constructive and destructive.
- * Identifying your own way of handling conflict.
- * Exploring strategies to handle conflict in a constructive way.

Module 4: Relationships

- * The role of relationships in emotional health and career success.
- * Characteristics of healthy relationships.
- * Assessing important networks in own life.
- * Making trust, openness, respect and empathy part of all your work relationships.

Module 5: Assertiveness

- * Rights and responsibilities.
- * Barriers to being assertive versus benefits of asserting yourself.
- * The difference between aggressive, passive aggressive, submissive and assertive behaviour.
- * Your own behaviour in difficult situations.
- * The role of body language and tone of voice.
- * Asserting yourself positively.

Who will benefit?

Shop and factory floor workers, sales, admin and front line personnel, supervisors.

Versions

The course is available in three versions and nine languages to cater for the different learning needs and capabilities of learners from ABET 1 to NQF 5.

Duration

Four days, ideally spaced over four or eight weeks to encourage application of what has been learned between sessions.



Accredited with
Services Seta (Decision
number: 0101)

FREE TO GROW