

General Management - Employees' personal development (30 minutes)

Activity	Resources	Timing	Objectives	Notes
1. Introduction to the course	Handout 1.1	10 minutes	Establishing rapport and setting the tone	
2. The importance of personal development			Understanding the benefits of personal development	
3. The importance of learning			Understanding the importance of learning	
4. The importance of feedback			Understanding the importance of feedback	
5. The importance of coaching			Understanding the importance of coaching	
6. The importance of mentoring			Understanding the importance of mentoring	
7. The importance of networking			Understanding the importance of networking	
8. The importance of time management			Understanding the importance of time management	
9. The importance of stress management			Understanding the importance of stress management	
10. The importance of goal setting			Understanding the importance of goal setting	