



Steel Authority of India Ltd
Management Training Institute



PROGRAMME: Personal Effectiveness Development

through Learning, Engagement, Attitude and Performance

LEAP for High-Potential Employees



Session

Personal Effectiveness: Characteristics and Importance

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SAIL COMPETENCY MODEL

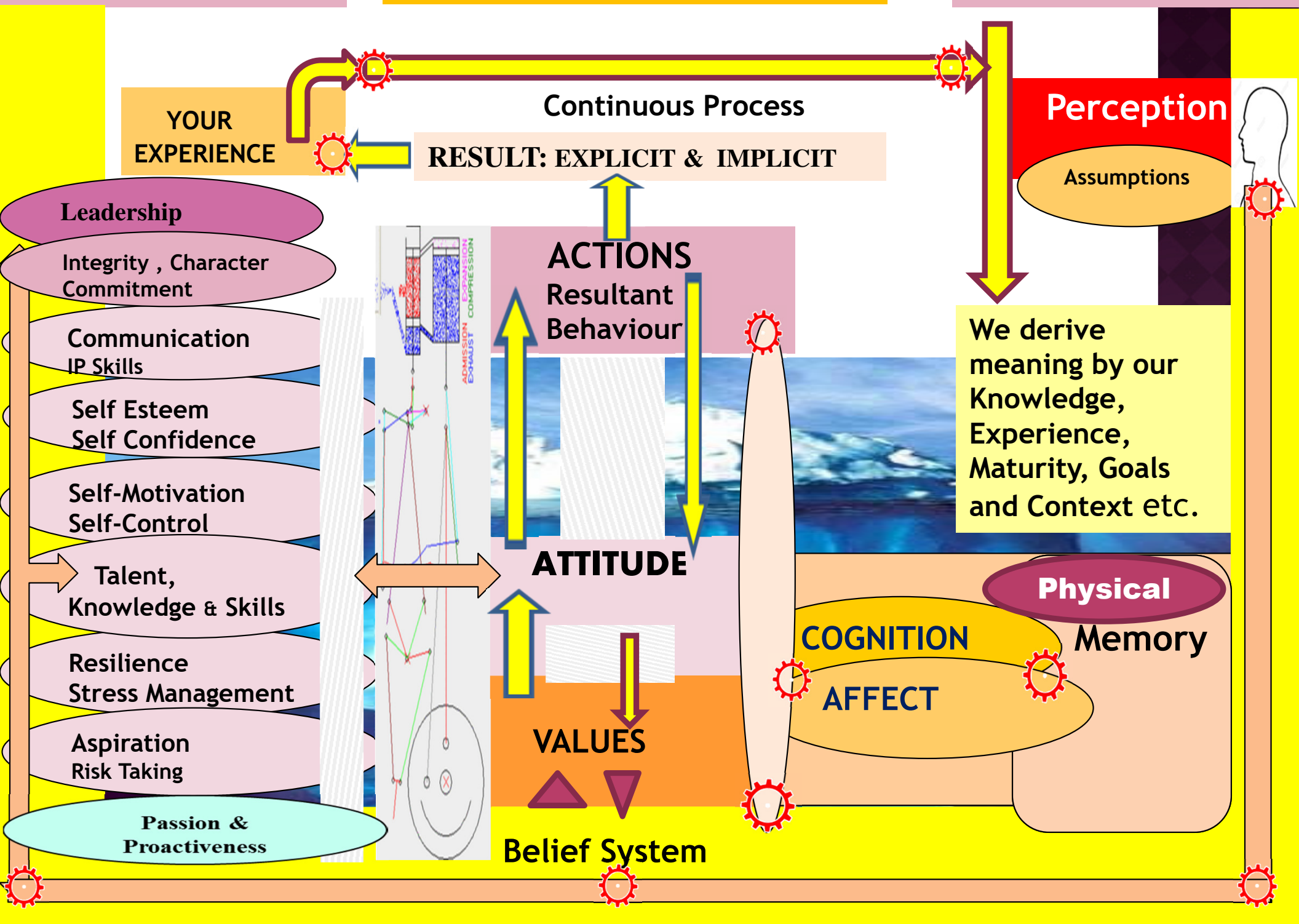


Beginner ➡ Improving ➡ Performer ➡ Mastery ➡ Expert

PERSONAL EFFECTIVENESS

SELF-MANAGEMENT: QUALITIES AND ATTRIBUTES

1. Understanding Role, High Performance and Transcends Boundaries
2. Focussed, Passionate, Proactive, high Commitment, Enthusiasm
3. Self-Awareness and Self Improvement, Keeps Updated
4. Self-confidence and Self-Motivation
5. Resilience, Perseverance, Composure, Stress Management
6. Planning, Preparation and Organisation
7. Time Management
8. Disciplined with IP Skills, Manages Conflicts Constructively



FOCUSED

- ⦿ Knows what to be done
- ⦿ High Attention
- ⦿ Prevents distractions



DETERMINATION

- ◎ It allows you to **focus only on achieving a specific goal** without being distracted by less important things or spontaneous desires.
- ◎ It may be developed with the help of **self-discipline**.



SELF-CONFIDENCE



- ◉ Getting aware of yourself, your actions and their consequences.
- ◉ Skill based.
- ◉ Enhanced by practice, facing real-life situations, failing at times and making continuous improvements.

No over-confidence



MANAGING STRESS

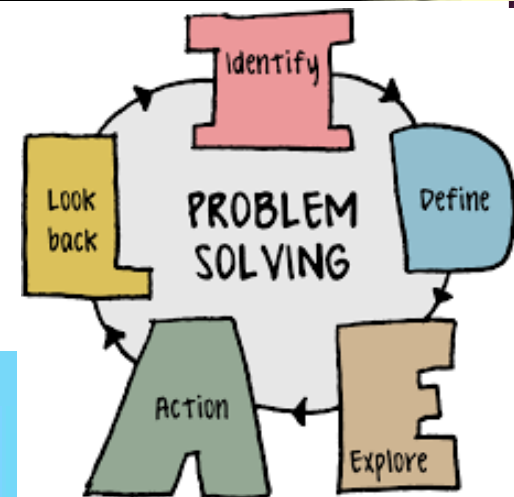
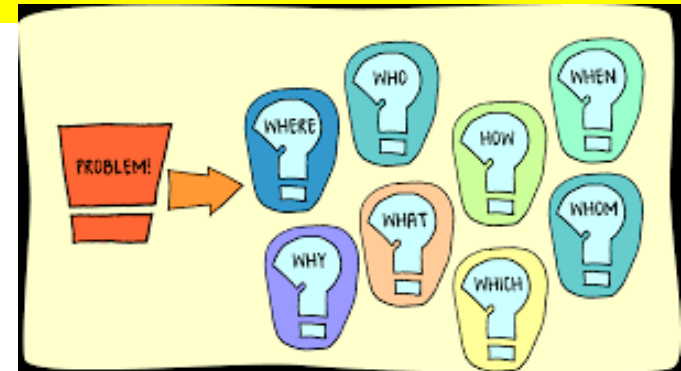


- ⦿ Combat stress that arises in daily life from the environment and other people.
- ⦿ Stress arises from the uncertainty in an unknown situation when a lack of information creates the risk of negative consequences of your actions.



PROBLEM-SOLVING SKILLS

- They help cope with the problems encountered.
- Increases efficiency by adopting new ways of achieving goals when obtaining a new experience.



1. LISTEN



2. ANALYSE



3. RESEARCH



4. CREATIVITY



5. COMMUNICATION

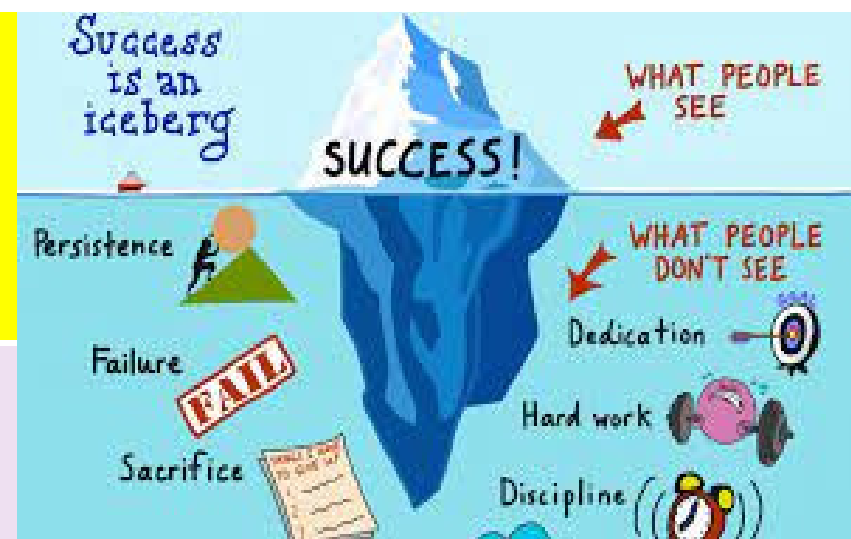


6. TEAMWORK



PROBLEM SOLVING SKILLS

PERSISTENCE



- Continuing in a course of action in spite of difficulties.
- It makes you keep moving forward regardless of emerging obstacles - problems, laziness, bad emotional state, etc.
- Persistence in doing something despite difficulty or delay in achieving success is perseverance.

Becoming A Role Model

- Self-Leadership
- Personal Management

THANK
YOU

Life App

Are You Leading a fulfilling life? This question is of utmost importance as it is about your life. Many people think that they are making the necessary efforts but we observe that they still do not reach the level and quality of life they aspire. The primary reason is their mindset which needs to be more effective. There is no 'copy' and 'paste' system in life. You have to chart your own path to excellence, and have to walk up the ramp of life by yourself.

You have to think out of the box and understand the value and purpose of life. The *LifeApp* book shall certainly help you in developing the right mindset and an effective personality to excel and enjoy, and live with fulfillment. Life is a one-time opportunity; make the most of it and the best of it - 'Zindagi Na Milegi Dobara'.

"An interesting 'LifeApp' - thought provoking, with practical concepts for leading a fulfilling life!"

- Prakash Kumar Singh, Chairman, Steel Authority of India Ltd (SAIL)

"LifeApp is a book that is wonderful navigation for those who wish to reimagine, recalibrate and relive their lives."

- Suhel Seth, Managing Partner, Counselage India, Advertising Guru, Actor, Acclaimed Speaker and Author



Pranav Kumar is a Senior Faculty Member at the Management Training Institute (MTI), the Corporate HRD Centre of the Maharashtra Company, Steel Authority of India Ltd (SAIL) at Ranchi, India. Pranav, a behavioural trainer and psychometrics expert with more than twenty-five years of experience in the corporate world, has guided many people for working towards achieving fulfillment in life and at work. Pranav has published articles and presented papers in India and abroad, and creates self-help book and film lists with therapeutic value. Pranav is a Mechanical Engineer, has an MBA with specializations in HRD & Marketing and Masters in Ecology & Environment, and is also doing PhD level research on motivation. He is popularly called the 'Metaphor Man' in his fraternity.

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Life App

*Living with Inspiration, Fulfillment and Excellence
with the best Attitude, Principles and Practices*

"Practical Wisdom from a Psychometrics Expert"