

# IPE INCREASING PERSONAL EFFECTIVENESS® OVERVIEW

**Increasing Personal Effectiveness® (IPE)** is a skills-based program that enhances attendees awareness of their critical strengths and of areas that need further development. It provides practical tools to use in day-to-day interactions that create and sustain personal effectiveness, leading to higher productivity in the workplace. Both management development and leadership development require the basic skill sets taught in **Increasing Personal Effectiveness®** for success.

## WHAT IS PERSONAL EFFECTIVENESS?

Personal effectiveness is the set of skills that helps people understand themselves and how their day-to-day choices impact their effectiveness, and include areas that focus on accountability, solutions, and growth. It also fosters self-awareness of strengths and challenge areas, how to change behaviors, focus on values, and create an effective image.

## WHAT ARE THE OBJECTIVES AND OUTCOMES OF INCREASING PERSONAL EFFECTIVENESS®?

The objective is to successfully convey how day-to-day choices impact accomplishments, interactions with others, and professional success. The core outcome of IPE is important skills acquisition in the areas of improving confidence, team building, and communication. Through our practical curriculum curriculum, participants achieve goals that result in growth, change, and overall increased effectiveness. Attendees will understand (1) where they are now, (2) how change and growth occur successfully, and (3) how they can now use new behaviors or change their attitudes in order to get the results they want and be more effective and satisfied in their work and in team building.

## WHAT DO PARTICIPANTS LEARN?

IPE teaches participants that they can have control over many aspects of their job and their environment by making appropriate choices and responses. They learn steps they can take to either initiate changes they want or change their attitude about those they dislike and/or cannot control. In this way IPE provides coping skills for employees, managers, and leaders in organizations that have experienced or will be experiencing downsizing, mergers, or other high-impact changes that organizations go through to become more profitable and competitive. Attendees identify improvement opportunities, pick up new ideas, and develop new skills for becoming more effective, leading to:

- Added Value ■ Goals Achieved ■ Improved Communications
- Increased Self-Responsibility & Accountability
- Development of Management & Leadership Skills

## WHAT IS THE NEXT STEP?

Contact us to learn more about how **Increasing Personal Effectiveness® (IPE)** has impacted other organizations and what it can do for yours.



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