

The logo for Maxima Training & Consulting features the word "Maxima" in a large, elegant, black script font, with a trademark symbol (TM) to its upper right. Below it, the words "Training & Consulting" are written in a smaller, black, sans-serif font. The entire logo is centered within a circular, glowing yellow and orange gradient background that has a subtle ripple effect.

*Maxima*TM
Training & Consulting

LIFE SKILLS COURSES

“MAXIMISING YOUR SUCCESS AND HAPPINESS”

“WE COACH BECAUSE WE CARE”

1. **ACHIEVERS ATTITUDES**

THE MAJOR ATTITUDES THAT WILL HELP YOU TO ACHIEVE MAXIMUM SUCCESS IN EVERY ASPECT OF YOUR LIFE

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to obtain and operate with the major attitudes that will help them to achieve maximum success and happiness in every aspect of living.

CONTENTS

- Module One: Achievers Attitudes 1 - 4
 - Module Two: Achievers Attitudes 5 - 8
 - Module Three: Achievers Attitudes 9 - 12
 - Module Four: Achievers Attitudes 13 - 16
 - Module Five: Achievers Attitudes 17 - 20
1. Defining Achievers Attitudes.
 2. General Achievers Attitudes Motivation.
 3. Revealing and motivating the specific Achievers Attitudes.
 4. Undergoing an individual and Team Achievers Attitudes Assessment.
 5. Learning how to obtain these major Achievers Attitudes.

OUTCOMES

- Improved motivation, commitment and competency to obtain and maintain these Achievers Attitudes at work.
- Improved motivation, service standards, productivity, performance and achievements.
- Improved career and team achievements and success.

DURATION

- Course: 30 Hour Sessions
 - Module One: 6 Hour Sessions
 - Module Two: 6 Hour Sessions
 - Module Three: 6 Hour Sessions
 - Module Four: 6 Hour Sessions
 - Module Five: 6 Hour Sessions

2

MAXIMUM CAREER SUCCESS

THE MAJOR PRINCIPLES TO ACHIEVE MAXIMUM CAREER SUCCESS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the major principles (guaranteed keys) that will help them to achieve maximum and long lasting career success and happiness.

CONTENTS

1. Defining Maximum Career Success.
2. Defining the power of Maximum Career Success Principles.
3. Motivate the Major Maximum Career Success Principles.
4. Learn how to implement these Major Maximum Career Success Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice these Maximum Career Success Principles and experience Maximum Career Success.
- Improved attitudes, spirituality, integrity, ethics, service standards, balance, productivity and performance in the workplace.
- Improved career achievements, success and happiness.

DURATION

- 12 Hour Sessions.

3. SUCCESSFUL ORGANIZATIONAL MANAGEMENT

THE MAJOR PRINCIPLES TO BUILD AND MANAGE A SUCCESSFUL ORGANIZATION

NQF LEVEL 3 CREDITS 9

NOTIONAL HOUR MATRIX = 90 HOURS

DESCRIPTION

A Life Skills Course focussing on inspiring and equipping the management and general personnel of any Business or general Organization to implement the general principles that will help them to build and manage a successful organization.

CONTENTS

- Module (Seminar) One: Principles 1-10
 - Module (Seminar) Two: Principles 11-20
 - Module (Seminar) Three: Principles 21-30
1. Defining Maximum Successful Organizations.
 2. Motivating the benefits of Principle Based Organizations.
 3. Revealing and motivating the major Maximum Successful Organizational Principles.
 4. Successful Organizational Principles Assessment.
 5. Learning how to practice these major Successful Organizational Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice these Maximum Business Success Principles.
- Improved Business or Organizational Success.

DURATION

- Course: 36 Hour Sessions
 - Module One: 12 Hour Sessions
 - Module Two: 12 Hour Sessions
 - Module Three: 12 Hour Sessions

4.
SUCCESSFUL TIME MANAGEMENT
THE MAJOR PRINCIPLES TO MANAGE AND SPEND YOUR TIME MAXIMUM PROFITABLY
NQF LEVEL 5 CREDITS 4
NOTIONAL HOUR MATRIX: 40 HOURS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will help them to manage and spend their time maximum profitably.

CONTENTS

1. Defining Successful Time Management.
2. Undergoing a Personal Time Management Assessment.
3. Discovering and motivating the Major Successful Time Management Principles.
4. Learning how to implement and uphold these Successful Time Management Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice these Effective Time Management Principles.
- Improved Time Management – able to continue to operate hardworking, time efficient, punctual, non-rushing, orderly and well balanced.
- Improved Stress Management.
- Improved Morale, Service Standards and Productivity.
- Improved Career / Team Achievements and Success.
- Improved Marriage / Family Success and Happiness.

DURATION

- 12 Hour Sessions
- Plus Additional 2 Hour Portfolio of Evidence Building Workshop (Optional)

5. SUCCESSFUL SELLING

HOW TO BECOME A MAXIMUM SUCCESSFUL SALES CONSULTANT

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering sales consultants to implement and uphold the principles which will help to ensure that they achieve maximum selling success.

CONTENTS

1. Defining Successful Selling.
2. Discovering the major principles to achieve Maximum Selling Success.
3. Learning how to implement and uphold these Successful Selling Principles.
4. Also covering Direct Selling Skills.
 - Effective Prospecting.
 - Effective Sales Planning.
 - The Approach.
 - The Presentation.
 - Overcoming Objections.
 - Closing the Sale.
 - After sales follow up.
 - Overcoming Sales Rejections.

OUTCOMES

- Improved motivation, commitment and competency to Sell Successfully.
- Improved Sales.
- Improved Career and Business Success.

DURATION

- 12 Hour Sessions

6.

SUCCESSFUL MOTIVATIONAL MANAGEMENT

HOW TO BECOME AND REMAIN HIGHLY MOTIVATED AT WORK

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the major principles which will ensure that they become and remain highly motivated to give their absolute best.

CONTENTS

1. Defining Successful Motivational Management.
2. Personal and team Motivational Assessment.
3. Discovering the major maximum motivational management principles.
4. Learn how to implement and uphold the major maximum motivational management principles.

OUTCOMES

- Improved motivation, commitment and competency to maintain high standards of motivation and productivity.
- Improved competency to help your team to remain highly motivated at work.
- Improved Individual and Team Motivation and Productivity.
- Improved Career and Team Achievements and Success.

DURATION

- 12 Hour Sessions

7. **EXCELLENT CUSTOMER SERVICE MANAGEMENT**

HOW TO GET YOURSELF AND YOUR TEAM TO PROVIDE AN EXCELLENT CUSTOMER SERVICE

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering personnel of any business or organization to implement and uphold the principles which will ensure that they continue to provide an excellent customer service.

CONTENTS

1. Defining Excellent Customer Service.
2. General Excellent Customer Service Motivation.
3. Direct Personal Keys to provide an Excellent Customer Service.
4. Corporate Management Keys to Provide an Excellent Customer Service.

OUTCOMES

- Improved motivation, commitment and competency to practice Customer Service.
- Improved Customer Service Standards.
- Improved Morale and Productivity.
- Improved career and team achievements and success.

DURATION

- 12 Hour Sessions

8. SUCCESSFUL STRESS MANAGEMENT

HOW TO MANAGE YOUR STRESS SUCCESSFULLY

NQF LEVEL 5 CREDITS 5

NOTIONAL HOUR MATRIX: 50 HOURS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles that will ensure they manage their stress with maximum success.

CONTENTS

1. Defining Successful Stress Management.
2. Motivating the importance of Successful Stress Management.
3. Determining your current Stress Levels.
4. Discovering the major Successful Stress Management Principles.
5. Learning how to implement and uphold these Successful Stress Management Principles.

OUTCOMES

- Improved motivation, commitment and competency to manage your stress successfully.
- Improved Stress Management.
- Improved individual/team morale, relational behaviours and service standards.

DURATION

- 12 Hour Sessions
- Plus Additional 2 Hour Portfolio of Evidence Building Workshop (Optional)

9. **SUCCESSFUL CONFLICT MANAGEMENT**

HOW TO MANAGE AND RESOLVE CONFLICT SUCCESSFULLY

NQF LEVEL 5 CREDITS 8

NOTIONAL HOUR MATRIX: 80 HOURS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles that will ensure they resolve conflict successfully.

CONTENTS

1. Defining and motivating Successful Conflict Management.
2. Successful Conflict Management Assessment.
3. Discovering the major pre-operational Successful Conflict Management Principles and learning how to implement and uphold them.
4. Discovering the major direct operational Successful Conflict Management Principles, and learning how to implement and uphold them.

OUTCOMES

- Improved motivation, commitment and competency to Manage and Resolve Conflict Successfully.
- Improved Conflict Management and Conflict Resolutions.
- Improved Morale, Service Standards and Productivity.
- Improved Career / Team Achievements and Success.
- Improved Marriage / Family Success and Happiness.

DURATION

- 12 Hour Sessions
- Plus Additional 2 Hour Portfolio of Evidence Building Workshop (Optional)

10. SUCCESSFUL MISSION ACTION PLANNING - MAPPING -

HOW TO PLAN ANY MISSION OR PROJECT SUCCESSFULLY

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to plan any mission or project successfully.

CONTENTS

1. Defining Successful Mission Action Planning.
2. Motivating Successful Mission Action Planning.
3. Revealing the Major Successful Mission Action Planning Principles.
4. Develop your own Mission Action Plan (MAP) for any personal chosen Mission/Project.

OUTCOMES

- Improved motivation, commitment and competency to plan any project effectively.
- Improved project planning.
- Improved career and teamwork success.

DURATION

- 6 Hour Sessions

11. SUCCESSFUL PROBLEM SOLVING

HOW TO TACKLE AND RESOLVE PROBLEMS SUCCESSFULLY

NQF LEVEL 4 CREDITS 4

NOTIONAL HOUR MATRIX: 40 HOURS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles to resolve any problem with maximum success.

CONTENTS

1. Defining and motivating Successful Problem Solving.
2. Discover the major Successful Problem Solving principles.
3. Learning how to implement and uphold these major Successful Problem Solving Principles.

OUTCOMES

- Improved motivation, commitment and competency to tackle and resolve problems.
- Improved Problem solving.
- Improved Career, Business, Marital and Parental Success.

DURATION

- 12 Hour Sessions
- Plus Additional 2 Hour Portfolio of Evidence Building Workshop (Optional)

12.

SUCCESSFUL PUBLIC SPEAKING

HOW TO DELIVER A SPEECH OR PRESENTATION SUCCESSFULLY

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will ensure that they are well able to deliver any kind of public speech or presentation with maximum success.

CONTENTS

1. Defining and motivating Successful Public Speaking.
2. Discovering and learning how to implement the Major Successful Public Speaking Principles.
3. Practical Public Speaking training that includes the following:
 - Presenting a 5 min. Talk.
 - A video recording of your talk.
 - A professional talk evaluation and critique.

OUTCOMES

- Improved motivation, commitment and competency to deliver a speech or presentation.
- Improved Public Speaking.

DURATION

- Course: 18 Hour Sessions
 - Day 1 & 2: Phase One - 12 Hours (theoretical training)
 - Day 3: Phase Two – Practical Public Speaking Training

13.

SUCCESSFUL COMMUNICATION

HOW TO COMMUNICATE VERBALLY WITH MAXIMUM SUCCESS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will ensure that they communicate verbally successfully with each other.

CONTENTS

1. Defining and motivating Successful Verbal Communication.
2. Discovering the major Successful Verbal Communication Principles.
3. Learning how to implement and uphold these Successful Verbal Communication Principles.

OUTCOMES

- Improved motivation, commitment and competency to communicate verbally more success enhancing.
- Improved personal/team Morale, Service Standards and Productivity.
- Improved career/team achievements and success.
- Improved Marriage/Parental/Family Success and Happiness.

DURATION

- 12 Hour Sessions

14.

SUCCESSFUL PERSONAL FINANCIAL MANAGEMENT

THE MAJOR PRINCIPLES TO MANAGE YOUR MONEY IN A RESPONSIBLE AND PROFITABLE MANNER

NQF LEVEL 1 CREDITS 5

NOTIONAL HOUR MATRIX: 50 HOURS

FULL APPROVAL – HW SETA

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the major principles that will ensure they manage their money in the most profitable manner.

CONTENTS

1. Defining Successful Personal Financial Management.
2. Motivating the Importance of Personal Financial Management.
3. Motivating the Successful Personal Financial Management Principles.
 - Budget Limited Spending
 - Cost Efficient Operations
 - Profitable Savings
 - Profitable Borrowing
 - Effective Financial Safeguarding
 - Profitable Investing
 - Generous Giving
 - Effective Financial Goal Setting
4. Learning how to implement and uphold the major Successful Personal Financial Management Principles.

OUTCOMES

- Improved motivation, commitment and competency to manage your personal finances maximally profitable.
- Improved Personal Expenditure, Income and Wealth.
- The importance of saving
- How to budget
- How to apply for home loans

- How banks operate
- The dangers of loans and loan sharks
- The pitfalls of higher purchase

DURATION

- 12 Hour Sessions – Course Duration
- Additional 2 Hour Port Folio of Evidence Building Workshop.
(Optional)

15.

SUCCESSFUL MENTORING

HOW TO MENTOR PEOPLE WITH MAXIMUM SUCCESS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to practice the principles that will ensure that they mentor other people with maximum success.

CONTENTS

1. Defining Successful Mentoring.
2. Defining the power of Successful Mentoring Principles.
3. Revealing and motivating the major Successful Mentoring Principles.
4. Learning how to implement these major Successful Mentoring Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice these Successful Mentoring Principles.
- Improved mentoring success.
- Improved attitudes, spirituality, integrity, ethics, service standards, balance, productivity and performance in the workplace.

DURATION

- 6 Hour Sessions.

16.

SUCCESSFUL DELEGATION

HOW TO DELEGATE WITH MAXIMUM SUCCESS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles (keys) which will ensure that they delegate to people with maximum success.

CONTENTS

1. Defining Successful Delegation.
2. Discovering the major motivational reasons to delegate.
3. Discovering and learning how to practice the major principles (keys) to overcome the reluctance to delegate.
4. Discovering and learning how to practice the major principles (keys) to delegate with maximum success.

OUTCOMES

- Improved motivation, commitment and competency to overcome and to help others to overcome, the reluctance to delegate.
- Improved motivation, commitment and competency to delegate successfully, and to help others to delegate successfully.
- Improved delegating success.

DURATION

- 6 Hour Sessions.

17.

SUCCESSFUL LEADERSHIP

THE MAJOR PRINCIPLES TO LEAD OTHERS WITH MAXIMUM SUCCESS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering upcoming and already functional leaders to implement and uphold the major principles to lead others with maximum success.

CONTENTS

1. Defining Successful Leadership Success.
2. Revealing and motivating the major Successful Leadership Principles.
3. Learning how to practice these major Successful Leadership Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice these Successful Leadership Principles.
- Improved Leadership Success.

DURATION

- 12 Hour Sessions

18.

MASTERING ASSERTIVENESS

HOW TO BECOME ASSERTIVE IN A BENEFICIAL MANNER

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will ensure that they become assertive in a beneficial manner in every aspect of their lives.

CONTENTS

1. Defining Assertiveness.
2. Motivating the importance of Assertiveness.
3. Discovering the major Assertiveness principles.
4. Learning how to implement and uphold the Assertiveness principles.

OUTCOMES

- Improved motivation, commitment and competency to be assertive in a highly beneficial manner.
- Improved beneficial assertiveness in all facets of life.

DURATION

- 12 Hour Sessions.

19. MASTERING GOAL SETTING

HOW TO IMPLEMENT AND UPHOLD THE PRINCIPLE OF GOAL SETTING

NQF LEVEL 5 CREDITS 4

NOTIONAL HOUR MATRIX: 40 HOURS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to master the practice of goal setting in every aspect of their lives.

CONTENTS

1. Defining Goal Setting.
2. Motivating Goal Setting.
3. Discovering the Major Keys to practice and uphold the principle of Goal Setting.
4. Assisting with the setting of personal Goals for every facet of life – career, financial, marriage, parental, material, social, physical and spiritual.
5. Assisting with the setting of goals for the work team.

OUTCOMES

- Improved motivation, commitment and competency to set goals effectively.
- Personal Goals for every major facet of life.
- Improved Goal Setting.

DURATION

- 6 Hour Sessions.
- Plus Additional 2 Hour Portfolio of Evidence Building Workshop (Optional)

20.

SUCCESSFUL HAPPINESS MANAGEMENT

HOW TO PREVENT AND OVERCOME DEPRESSION AND BE MUCH HAPPIER IN LIFE

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will ensure that they prevent and overcome depression and be much happier in life.

CONTENTS

1. Defining and motivating Successful Happiness Management.
2. Discovering the major Successful Happiness Management Principles.
3. Learning how to implement and uphold these Successful Happiness Management Principles.
4. Specialised small group coaching sessions by a professional facilitator.

OUTCOMES

- Improved motivation, commitment and competency to prevent and overcome depression and be happier in life.
- Improved depression and happiness management

DURATION

- 6 Hour Sessions.

21.

SUCCESSFUL TRAUMA MANAGEMENT

HOW TO MANAGE AND OVERCOME A TRAUMATIC EXPERIENCE SUCCESSFULLY

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will ensure that they are able to overcome a traumatic experience and carry on living victoriously.

CONTENTS

1. Defining and motivating Successful Trauma Management.
2. Discovering and motivating the major Successful Trauma Management Principles.
3. Learning how to implement and uphold these Successful Trauma Management Principles.

OUTCOMES

- Improved motivation, commitment and competency to manage and overcome a traumatic experience in your life.
- Improved chances to manage and overcome trauma successfully.

DURATION

- 6 Hour Sessions.

22.

SUCCESSFUL DECISION MAKING

HOW TO MAKE THE MOST BENEFICIAL DECISIONS IN LIFE

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement the major principles which will ensure that they make the most beneficial decisions in every aspect of their lives.

CONTENTS

1. Defining and motivating Maximum Successful Decision making.
2. Discovering and motivating the major Successful Decision making Principles.
3. Learning how to implement these major Successful Decision making Principles.

OUTCOMES

- Improved motivation, commitment and competency to make the most beneficial decisions in life.
- Improved decision making.
- Less destructive and failing consequences.
- Improved success and happiness in every aspect of life.

DURATION

- 6 Hour Sessions.

23.

SUCCESSFUL ETHICS MANAGEMENT

HOW TO UPHOLD AN ETHICAL CODE OF CONDUCT

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold an ethical code of conduct personally and corporately.

CONTENTS

1. Defining Successful Ethical Management.
2. Discovering and motivating Successful Ethical Management.
3. Learning how to practice and uphold an ethical code of conduct individually and corporately.

OUTCOMES

- Improved motivation, commitment and competency to practice and uphold an ethical code of conduct personally and corporately.
- Improved standards of ethics.
- Improved personal and corporate success and happiness in every aspect of life.

DURATION

- 6 Hour Sessions.

24.

SUCCESSFUL RELATIONAL SKILLS

THE MAJOR PRINCIPLES TO INTERACT BENEFICIALLY WITH OTHER PEOPLE

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles that will help to ensure that they interact with other people in the most beneficial manner.

CONTENTS

1. Defining and motivating the importance of successful relational skills.
2. Discovering and motivating the major successful relational skills.
3. Learning how to implement and uphold the major successful relational skills.

OUTCOMES

- Improved motivation, commitment and competency to implement and uphold these Successful Relational skills.
- Improved relationships.
- Improved morale, productivity, service standards, performance and achievements.

DURATION

- 6 Hour Sessions.

25.

SUCCESSFUL NEGOTIATING

HOW TO NEGOTIATE WITH MAXIMUM SUCCESS

DESCRIPTION

A Life Skills Development Course focussing on inspiring, equipping and empowering the learner to implement and uphold the 'principles' which will help to ensure that they negotiate with maximum success.

CONTENTS

- 1. Defining successful negotiating.**
Helping the learner to obtain a proper understanding of what negotiating means.
Helping the learner to obtain a proper understanding of what successful negotiating is.
- 2. Motivating the importance of successful negotiating.**
Helping the learner to become more motivated and determined to master the skill of successful negotiating.
Helping the learner to become more motivated and determined to negotiate wherever and whenever necessary.
- 3. Evaluating your current negotiating ability.**
Helping the learner to know their current standard of willingness to negotiate.
Helping the learner to know their current negotiating standard.
- 4. Revealing and motivating the major 'principles' to negotiate with maximum success.**
Helping the learning to know and understand what are the essential guaranteed keys (strategies) to negotiate with maximum success.
Helping the learner to become determined and committed to implement and uphold these essential successful negotiating principles (strategies).
- 5. Learning 'how' to implement and uphold these essential successful negotiating principles.**
Helping the learner to master these principles by providing specific practical tips and by discussing practical issues concerning it.

OUTCOMES

- Improved motivation, commitment and competency to negotiate with maximum success.
- Improved achievements in negotiations.

DURATION

- 6 Hour Sessions.

26.

GREAT SELF IMAGE

HOW TO DEVELOP A GREAT SELF IMAGE

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will help to ensure that they develop and possess a great self image.

CONTENTS

1. Defining and motivating the importance of a great self image.
2. Revealing and motivating the major Great Self Image Principles.
3. Learning how to implement and uphold these Great Self Image Principles.

OUTCOMES

- Improved motivation, commitment and competency to develop a great self image.
- Improved self image.
- Improved service standards, ethics, performance and achievements.

DURATION

- 6 Hour Sessions.

27.

SUCCESSFUL TEAM MEETINGS

THE MAJOR PRINCIPLES TO ORGANIZE AND FACILITATE SUCCESSFUL TEAM MEETINGS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will ensure that they organise and manage team meetings with maximum success.

CONTENTS

1. Defining and motivating Successful Team Meetings.
2. Discovering and motivating the major principles to organise and facilitate team meetings with maximum success.
3. Learning how to implement and uphold the principles to organise and facilitate team meetings with maximum success.

OUTCOMES

- Improved motivation, commitment and competency to organise and facilitate team meetings with maximum success.
- Improved team meeting facilitating success.
- Improved team meeting effectiveness.

DURATION

- 6 Hour Sessions.

28. **SUCCESSFUL CHANGE MANAGEMENT**

THE MAJOR PRINCIPLES TO MANAGE CHANGE IN ANY ORGANIZATION AND TEAM WITH MAXIMUM SUCCESS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will ensure that they manage change in any organization and team with maximum success.

CONTENTS

1. Defining and motivating Successful Change Management.
2. Discovering and motivating the major Successful Change Management principles.
3. Learning how to implement and uphold the Successful Change Management principles.

OUTCOMES

- Improved motivation, commitment and competency to manage change in any team and organization with maximum success.
- Improved change management success.

DURATION

- 6 Hour Sessions.

29.

OVERCOMING FEARS

HOW TO OVERCOME ANY PERSONAL FEAR OR PHOBIA

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will help to ensure that they overcome any personal fear or phobia in their lives.

CONTENTS

1. Defining and motivating the importance of overcoming and managing personal fears or phobias.
2. Revealing and motivating the major Successful Fear Management Principles.
3. Learning how to implement and uphold these Fear Management Principles.

OUTCOMES

- Improved motivation, commitment and competency to overcome any kind of irrational fear.
- Overcoming specific irrational fears in your life.
- Improved fear management.
- Improved happiness, service standards, performance and achievements.

DURATION

- 6 Hour Sessions.

30.

SUCCESSFUL WELLNESS MANAGEMENT

THE MAJOR PRINCIPLES TO PREVENT SICKNESS AND EXPERIENCE MAXIMUM HEALTH AND VITALITY

NQF LEVEL 1 CREDITS 4

NOTIONAL HOUR MATRIX: 40 HOURS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the principles which will ensure that they live a long, healthy and active life.

CONTENTS

1. Defining and motivating Successful Wellness Management.
2. Revealing and motivating the major Successful Wellness Management Principles.
3. Undergoing a Successful Wellness Management Principle Assessment.
4. Learning how to implement and uphold the major Successful Wellness Management Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice the Successful Wellness Management Principles.
- Improved Weight Management
- Improved Fitness and Trimness.
- Improved Health, Vitality and a Long Life.

DURATION

- 6 Hour Sessions.
- Plus Additional 2 Hour Portfolio of Evidence Building Workshop (Optional)

31. **SUCCESSFUL MARRIAGE**

THE MAJOR PRINCIPLES TO ACHIEVE MAXIMUM MARITAL SUCCESS AND HAPPINESS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the major principles which will help to ensure that they achieve and experience maximum marital success and happiness.

CONTENTS

1. Defining and motivating Maximum Marital Success.
2. Revealing and motivating the major Successful Marriage Principles.
3. Learning how to implement and uphold the major Successful Marriage Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice these Successful Marriage Principles.
- Improved personal attitudes, morale, ethics, communicational and service standards towards your spouse.
- Improved Marriage Success and Happiness.

DURATION

- 12 Hour Sessions.

32.

SUCCESSFUL PARENTING

THE MAJOR PRINCIPLES TO ACHIEVE MAXIMUM PARENTAL SUCCESS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering parents to implement and uphold the major principles which will help to ensure that they achieve and experience maximum parental success and happiness.

CONTENTS

1. Defining and motivating Maximum Parental Success.
2. Revealing and motivating the major Successful Parenting Principles.
3. Learning how to implement and uphold the major Successful Parenting Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice these Successful Parenting Principles.
- Improved Parenting Success and Happiness.

DURATION

- 12 Hour Sessions.

33. SUCCESSFUL DATING

THE MAJOR PRINCIPLES TO ACHIEVE AND EXPERIENCE MAXIMUM DATING SUCCESS AND HAPPINESS

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement and uphold the major principles which will help to ensure that they achieve and experience maximum dating success and happiness.

CONTENTS

1. Defining and motivating Successful Dating Success.
2. Revealing and motivating the major Successful Dating Principles.
3. Learning how to implement and uphold the major Successful Dating Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice these Successful Dating Principles.
- Improved personal attitudes, morale, ethics, and communication and service standards towards your dating mate.
- Improved dating success and happiness.

DURATION

- 12 Hour Sessions.

34. SUCCESSFUL STUDENT

THE MAJOR PRINCIPLES TO BE A MAXIMUM SUCCESSFUL STUDENT

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering students to implement and uphold the major principles which will help to ensure that they become students who are learning and achieving the best possible results.

CONTENTS

1. Defining and motivating Maximum Student Success.
2. Revealing and motivating the major Successful Student Principles.
3. Learning how to implement and uphold the major Successful Student Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice these Successful Student Principles.
- Improved student attitudes, morale, ethics, co-operation, communication and service standards towards their lecturers and management.
- Improved student success and happiness.

DURATION

- 6 Hour Sessions.

35.
- S L F -
SUCCESSFUL LIFE FOUNDATIONS
For Teens

THE 30 MOST ESSENTIAL, FUNDAMENTAL, SUCCESS ENHANCING AND ENSURING PRINCIPLES FOR LIFE

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering teenagers / students to implement and uphold the major S L F principles which will help to ensure that they achieve maximum success and happiness, in the present and the future, in every aspect of their lives.

CONTENTS

1. Defining and motivating a successful life.
2. Defining and motivating Principle Based Living as the fundamental key to achieve a maximum successful and happy life.
3. Revealing, motivating and learning how to implement and uphold the 30 major Successful Life Foundation (S L F) Principles.

OUTCOMES

- Improved motivation, commitment and competency to practice these 30 S L F Principles.
- Improved attitudes, morale, motivation, ethics, co-operation, decision making, and communication and service standards.
- Improved personal success and happiness in every aspect of living.

DURATION

- 30 Hour Sessions.

36.

DISCOVER YOUR LIFE PURPOSE

HOW TO DISCOVER YOUR TRUE CALLING AND MISSION IN LIFE

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering people to implement the major principles which will help to ensure they discover and fulfil their divine life purpose or true calling in life.

CONTENTS

1. Defining and motivating the importance of discovering and fulfilling your life purpose or true calling in life.
2. Revealing and motivating the major principles to discover your life purpose.
3. Assisting you in developing a personal life purpose or mission statement.

OUTCOMES

- Improved motivation, commitment and competency to discover your original purpose or calling and mission in life.
- Improved chances to discover and fulfil your original purpose or calling and mission in life.
- Improved personal success, fulfilment and happiness in your career and general life.

DURATION

- 12 Hour Sessions.

37. SUCCESSFUL SUPERVISORS

THE MAJOR PRINCIPLES AND SKILLS TO BECOME A MAXIMUM SUCCESSFUL SUPERVISOR

DESCRIPTION

A Life Skills Course focussing on inspiring, equipping and empowering supervisors and upcoming supervisors, to practice the major principles and skills which will help to ensure they become successful supervisors.

CONTENTS

1. The general role of the supervisor. (1H)
2. The major successful supervisors' principles. (3H)
3. Tips - Project planning. (2H)
4. Tips - Motivational management. (2H)
5. Tips - Conflict management. (2H)
6. Tips - Problem solving. (2H)
7. Tips - Dealing with an under performer. (2H)
8. Tips - Change management. (2H)
9. Tips - Staff induction. (1H)
10. Tips - Dealing with grievances. (2H)
11. Tips - Health and safety management. (1H)
12. Tips - Delegation. (1H)
13. Tips - Staff Meeting Facilitating. (1H)
14. Tips - Staff Discipline. (2H)

OUTCOMES

- Improved motivation, determination and competency to be a maximum successful supervisor.
- Improved competency to execute the following skills with maximum success:

Project planning, Motivational management, Conflict management, Problem Solving, Dealing with an under performer, Change management, Staff Induction, Dealing with grievances, Health and safety management, Delegation, Staff Meeting Facilitating, Staff Discipline.

DURATION

- 24 Hour Sessions.