

November 2017

ATT:

One day Integrity and Self-Management toolkit

Thank you so much for giving me the opportunity to present my proposal.

Intro

An organizations success depends on the integrity of its employees. We have all witnessed the severe problems which result when anyone acts without integrity.

When an organizations reputation is damaged, it's almost irrevocable. With the rise of technology comes the greater need for transparency.

Added to this, as managing agents, one comes across so many different personalities, some corrupt, toxic and those needing anger management. One can find oneself in many ethical situations and "doing the right thing" is key and crucial for continues high level work.

Course outline

- What integrity is and how we apply it?
- Why is it an important value to have as leaders/ managers?
- Integrity competencies
- Integrity as part of Emotional Intelligence.
- The link between Integrity and Self Esteem
- Integrity ambassadors
- Setting up integrity policies and procedures
- Mentoring/ Buddy system
- Setting integrity as a fundamental cornerstone of the business
- Putting measures in place to ensure the organization meets integrity thresholds
- Integrity policy draft (just an awareness of this, no time to do in the session)
- Practical applications in our own life
- How to debrief oneself after stressful customers/clients
- Not to take the negativity and stress home
- Dealing with stressful toxic clients
- Being assertive with clients and ethical (the challenge thereof)
- Looking at our confidence levels and the impact it has on colleges
- Self-empowerment. Mind power, controlling ones thoughts

Goals: We will still rework after we have spoken to delegates to clarify. Delegates will have a better view of the following!

- How to define a culture of integrity.
- To understand consequences when integrity is not practiced

- We take a look at what it cost to organizations when their staff and colleagues don't act with integrity.
- We discuss what happens when leaders and managers are not role models of integrity. How this filters downward.
- The cost to organizations when employees don't trust their manager's word. When staff know they are not transparent.
- Every manager will have to make ethical decisions at some point, this will be discussed
- Each delegate will have **a toolkit** to deal with difficult clients and manage themselves

Method:

- Inspirational and motivational (as you can't enforce integrity, you can only inspire one to take a closer look at one's own level of integrity).
- Interactive, active participation, sharing, creating safe environment, brainstorming, role play
- A fun safe environment will be created

Cost

- One day (or half day) flat rate fee: negotiable to work within budget constraints
- Minimum 6, maximum 10 delegates per workshop
- Includes: electronic manual and a one hour follow up session
- Excludes: Venue costs, snacks, lunch, flights and accommodation outside Cape Town

50% deposit due on confirming dates. Preferable payment in full beforehand

All can be reworked and negotiated. Half day courses and 45 minute talks also available as well as "think tanks", team strengthening, and other workshops available.

Look forward to making an impact on your team

Many thanks

Kind regards

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