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| **Minor Award Name** | **PERSONAL EFFECTIVENESS** |
| **Minor Award Code** | **4N1132** |
| **Level** | **4** |

**Suggested resources to support delivery:**

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| --- | --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | | **Web Link** |
| Being personally effective | e-Booklet | This booklet contains some tips and ideas for teaching some of the skills related to being personally effective. It is written primarily for teachers and allows the modification of the tips and ideas to suit various teaching contexts. Topics include: giving feedbacks, teaching assertive communication, presentation skills, etc. It also includes worksheets for teachers | Source: National Council for Curriculum and Assessment (NCCA) | | <http://ncca.ie/en/Curriculum_and_Assessment/Post-Primary_Education/Senior_Cycle/Being-Personally-Effective.pdf> |
| Principles of Personal Effectiveness | Blog | Dr. Peter Fuda is an international authority on business and leadership transformation. As a researcher, consultant, business leader, speaker and published author in Havard Business Review (HBR). He presents *The 7 Principles of Personal Effectiveness* (ADDRESS)in a format that is easy to understand, follow and use. These principles can be incorporated into the tutor’s lesson plan and worked through systematically. Fuda’s website is particularly useful for resources on personal effectiveness, success and transformation | Author: Dr. Peter Fuda | | <http://www.peterfuda.com/category/personal-effectiveness/> |
| Author: Dr. Peter Fuda | | <http://www.peterfuda.com/2014/04/28/the-7-principles-of-personal-effectiveness/> |
| Author: Dr. Peter Fuda | | <http://www.peterfuda.com/2014/05/12/accept-responsibility-principle-1/> |
| <http://www.peterfuda.com/2014/05/26/define-success-principle-2/> |
| <http://www.peterfuda.com/2014/06/05/develop-a-system-you-trust/> |
| <http://www.peterfuda.com/2014/06/24/recruit-stakeholders-principle-4/> |
| <http://www.peterfuda.com/2014/07/07/embed-routines-rituals-principle-5/> |
| <http://www.peterfuda.com/2014/07/24/steer-meetings-and-interactions-principle-6/> |
| <http://www.peterfuda.com/2014/08/05/stay-track-pressure-principle-7/> |
| Elements of personal effectiveness | Video | This 9-minute video by Robert White, Leadership and Personal Development Coach, shares on how to generate the kind of attitudes, behaviours and results that lead to personal effectiveness. This video can serve as an in-class resource that could lead to a rich discussion on personal effectiveness. | Robert White, Extraordinary People | | <https://www.youtube.com/watch?v=3Fj4e1rE1NI> |
| Paradigms for personal effectiveness | Book | *The Paradigm of success: Your guide to personal success* is about how our paradigms or how we ‘see’ things bears significantly on and directly affects our attitudes and behaviours towards others, situations and circumstances and the world in general. Thus, understanding paradigms is essential and fundamental to understanding personal effectiveness. This book can serve as a resource for the teacher to help the students understand the relevance of paradigms to achieving personal effectiveness. It is easy to read and understand. | Author: John Frame  Published in 2014 by Andrews UK Limited  [www.andrewsuk.com](http://www.andrewsuk.com) | | <http://www.amazon.co.uk/Paradigm-Success-John-Frame/dp/1944156011/ref=sr_1_2?s=books&ie=UTF8&qid=1460082949&sr=1-2&keywords=the+paradigm+of+success> |
| The Power of a paradigm | Book | Pages 15 – 45 of Stephen Covey’s *The 7 Habits of Highly Effective People* provides insight into the power of a paradigm shift and how it impacts on personal effectiveness. The entire book is relevant to the course because it is about increasing personal and professional success. However, this first part of the book provides a good grounding for helping the students evaluate their own paradigms and the effects of these on their current personal situation. | Author Stephen R. Covey | | <http://www.amazon.co.uk/Habits-Highly-Effective-People/dp/0684858398/ref=sr_1_1?s=books&ie=UTF8&qid=1460082891&sr=1-1&keywords=the+7+habits+of+highly+effective+people> |
| Goal Setting | Website/online resource | This website features many free printable/downloadable resources (articles, videos, worksheets) on topics relating to personal effectiveness. This article is about personal goals setting; it is quite detailed and can be easily built into a lesson plan on goal-setting. There are other related articles and videos that provide all you need for a 5-6 hour class on goal-setting. This particular lesson contains a 3-minute video. There are also a couple of short videos with the other related articles. The great thing about this website and the free resources they provide is that it features many related links, which guarantee that you come away with an in depth knowledge of goal-setting (or any other topic you are working on). | Source: Mind Tools | | <https://www.mindtools.com/page6.html> |
| <https://www.youtube.com/watch?time_continue=2&v=NUslk3jiooU> |
| <https://www.mindtools.com/pages/article/newHTE_87.htm> |
| <https://www.mindtools.com/pages/article/goal-setting-mistakes.htm> |
| <https://www.mindtools.com/selfconf.html> |
| Goal-setting | Websites/online resources | Free, downloadable goal-setting worksheet by [www.sparkpeople.com](http://www.sparkpeople.com) | Source: Sparkpeople.com | | <http://www.sparkpeople.com/resource/SMARTgoalsWS-NN.pdf> |
| Free, downloadable goal setting worksheet with guidance notes by Cornerstone Executive and Life Coaching. Although this resource is free, it is logoed and cannot be modified. | Source: Cornerstone Executive and Life Coaching | | <https://www.ndi.org/files/Handout%203%20-%20SMART%20Goal%20Setting%20Worksheet.pdf> |
| Goal-setting worksheet by www.ship.edu | Source: ship.edu. | | <http://www.ship.edu/assets/0/153/688/2d036cd7-7b10-4bf6-9c1d-6a49174ed005.pdf> |
| This website features a wide range of free worksheets, including goal-setting worksheets, in downloadable PDF format. | Source: worksheetplace.com | | <http://worksheetplace.com/index.php?function=DisplaySheet&sheet=Goal-Worksheets-5&links=2&id=&link1=31&link2=279> |
| SMART goals worksheet | Source: worksheetplace.com | | <http://worksheetplace.com/mf_pdf/Goal-Setting-Worksheet.pdf> |
| Source: worksheetplace.com | | <http://worksheetplace.com/mf_pdf/Smart-Goal-Worksheets-1.pdf> |
| Goal Setting | Resource Book/sheet | Ready-to-use goal-setting handout.  The entire book is a very useful resource for teaching personal effectiveness and generally promoting holistic wellbeing through participative learning. | *Wellbeing through groupwork – A manual for facilitators who are promoting health*  Produced by Western Health Board (3rd Edition) page 286. | | Available from the HSE |
| Visualisation  Techniques | Website | This article espouses the power of visualisation in goal setting. It explains the power of envisioning the actualisation of a goal in order to attain it. | Author: Matt Mayberry, Maximum Performance Strategist | | <https://www.entrepreneur.com/article/242373> |
| Finding balance in life | Website/online resource | Another useful resource by Mindtools. There is a free downloadable/printable worksheet attached to this article. It is a practical approach to lessons on achieving personal effectiveness in relation to life balance. There is also a related article and video on *What are your values - deciding what’s important in life* | Source: Mind Tools | | <https://www.mindtools.com/pages/article/newHTE_74.htm> |
| <https://www.mindtools.com/pages/article/newTED_85.htm> |
| Learning goals | Website/online article | This is a short article on what personal learning goals are and why they are important, and it highlights the stages of developing learning goals. These stages are presented in a cyclical diagram. | Victoria State Government Education and Training | | <http://www.education.vic.gov.au/school/teachers/support/Pages/goals.aspx> |
| Online document | The worksheets on goal setting are also applicable for this topic | Source:  Worksheetplace.com | | <http://worksheetplace.com/index.php?function=DisplaySheet&sheet=Goal-Worksheets-5&links=2&id=&link1=31&link2=279> |
| Source:  Worksheetplace.com | | <http://worksheetplace.com/mf_pdf/Goal-Setting-Worksheet.pdf> |
| Source:  Worksheetplace.com | | <http://worksheetplace.com/mf_pdf/Smart-Goal-Worksheets-1.pdf> |
| Personal Development Planning/ Developing a Personal Development Plan (PDP) | Online document | This PDF document explains a PDP and how it relates to self-managed learning. | Developed by the HSE | | <https://www.hse.ie/eng/staff/Benefits_Services/Performance_Management/Appendix_3b.pdf> |
| Online document  Book | Also explains what a PDP is and its importance. | Developed by the Office for Health Management/HSE | | <https://pnd.hseland.ie/download/pdf/needs_book8.pdf> |
| *Skills for Success* by Stella Cottrell emphasises the idea of personal development planning as a structured reflective process which gives individuals greater insight about their own development. This introductory chapter on PDP can serve as a valuable resource to the tutor because it contains a personal development needs evaluation score sheet that can help learners determine the areas in which they need personal development and suggestions on what their PDP priorities could be | Source: Stella Cottrell Skills for Success: Personal Development and Employability (Palgrave Study Skills) | | <http://www.amazon.co.uk/Skills-Success-Personal-Development-Planning/dp/0230250181> |
| Writing a personal development plan | Website | This site explains why it is important to have a PDP and how to write a PDP | Author: Steve Mueller, Planet of Success | | <http://www.planetofsuccess.com/blog/2015/how-to-write-a-personal-development-plan/> |
| Free online resource | Free Downloadable Microsoft word document | Source: University of Cambridge | | [www.skills.cam.ac.uk/staff/**pdp**/**pdptemplate**.doc](http://www.skills.cam.ac.uk/staff/pdp/pdptemplate.doc) |
| Learning Styles | Website | This website gives a description of 4 learning styles | Source: Brainboxx.co.uk | | <http://www.brainboxx.co.uk/a2_learnstyles/pages/learningstyles.htm> |
| Online document/pdf | This website also gives a description of the different learning styles and how this understanding can enhance their learning. | Source: open.edu | | [http://www.open.edu/openlearnworks/pluginfile.php/69355/mod\_page/content/1/learning\_styles.pdf#](http://www.open.edu/openlearnworks/pluginfile.php/69355/mod_page/content/1/learning_styles.pdf) |
| Website | This is a slight variation from the other websites/resources, which featured 4 learning styles. This website highlights and explains 7 learning styles and provides a really detailed, colourful explanatory diagram of these learning styles. | Source: edudemic.com | | <http://www.edudemic.com/styles-of-learning/> |
| Learning Styles worksheet/  questionnaire | Free online resource/  worksheet | Free Downloadable Microsoft word document. This worksheet can be printed and given to learners to work through. It is an easy to use and follow set of questions to help learners identify their learning styles. | Source: hrdevelopment.co.nz | | [www.hrdevelopment.co.nz/.../**Learning**-**Styles**-**Questionnaire**-**Honey-and**](http://www.hrdevelopment.co.nz/.../Learning-Styles-Questionnaire-Honey-and). |
| Health, hygiene and safety | Online document/pdf | This document contains a guide to health, safety and welfare at work (General Applications) 2007. It is not a legal document but a general guidance for the workplace. It can serve as a useful resource for developing a lesson plan on this topic. | Source: Health and Safety Authority | | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/General_Application_Regulations/gen_apps_workplace.pdf> |
| This website addresses frequently asked questions relating to safety and health management system. It can be used as a resource during class time to deal with health and safety policies, whose responsibility are issues relating to health, safety and hygiene in specific contexts. | Source: Health and Safety Authority | | <http://www.hsa.ie/eng/Topics/Managing_Health_and_Safety/Safety_and_Health_Management_Systems/> |
| Successful self-management | Book | Successful self-management is fundamental to personal effectiveness. This chapter identifies tools that prevent one from achieving personal effectiveness, excellence and success. It also identifies tools and resources for personal self-management. It also contains a SWOT analysis template | Source: Stella Cottrell Skills for Success: Personal Development and Employability (Palgrave Study Skills) | <http://www.amazon.co.uk/Skills-Success-Personal-Development-Planning/dp/0230250181> | |
| Blog/articles | 12 rules for self-management and 12 rules for self-leadership serves as a useful resource for teaching personal effectiveness because it underscores the strategies for and value of leading and managing one’s self effectively in order to attain success in any area. These articles can be incorporated into the lesson plan on goal-setting, life balance and time management. | Author: Rosa Say | <http://www.lifehack.org/articles/lifestyle/12-rules-for-self-management.html> | |
| <http://www.lifehack.org/articles/featured/12-rules-for-self-leadership.html> | |
| Video | A 7-minute motivational video to inspire learners to visualise their end and to lead themselves into their goals | Source: Motivationgrid/Youtube | <https://www.youtube.com/watch?v=wzhzkKccBi8> | |
| Video | The most motivating 8 minutes of your life inspires learners never to give up until they achieve their set goals. | Source: Millionchaser/Youtube | <https://www.youtube.com/watch?v=nnv7sWe_zdY> | |
| Online Resource | Mindtools online resource on SWOT analysis contains a video and an article for a personal SWOT analysis. It contains a free downloadable worksheet | Source: Mindtools | <https://www.mindtools.com/pages/article/newTMC_05_1.htm> | |
| Time Management | Book | This chapter of the book contains learner activities to assist in evaluating time management and presents strategies for using time effectively | Source: Stella Cottrell Skills for Success: Personal Development and Employability (Palgrave Study Skills) | | <http://www.amazon.co.uk/Skills-Success-Personal-Development-Planning/dp/0230250181> |
| Using time management quadrants | Book | In pages 146-182, Stephen Covey highlights the value of using a time management matrix to teach time management principles. The quadrant is quite easy to use and to apply to various learner contexts. It can serve as a useful activity tool. | Author: Stephen R. Covey | | <http://www.amazon.co.uk/Habits-Highly-Effective-People/dp/0684858398/ref=sr_1_1?s=books&ie=UTF8&qid=1460082891&sr=1-1&keywords=the+7+habits+of+highly+effective+people> |
| Online document | This document presents Covey’s time management matrix using examples and also contains a template, which can be printed off for learners to use. | Source: brefigroup.co.uk | | http://www.brefigroup.co.uk/acrobat/quadrnts.pdf |
| People skills/Team or group work | Book | This chapter of Stella Cottrell’s book focuses on teaching learners how to build a good rapport with others, how to be a better team member, how to deal with difficult people and how to negotiate. The chapter contains reflection exercises, games and activities on team working and how to identify a team’s personality. The chapter can provide up to 6 hours of teaching resource using various teaching methods. | Source: Stella Cottrell Skills for Success: Personal Development and Employability (Palgrave Study Skills) | | <http://www.amazon.co.uk/Skills-Success-Personal-Development-Planning/dp/0230250181> |
|  | Website | There is a section on dealing with difficult people in the same chapter, which is preceded by a section on assertiveness. Thus, it is important that the tutor uses the resources provided in the section on assertiveness in order for learners to get the benefits of the section that focuses on dealing with difficult people. | Source: University of Kent. | | <http://www.kent.ac.uk/careers/sk/teamwork.htm> |
| Book | This website is a useful resource for exercise on team working skills, what makes for an effective team. It is mainly directed to the workplace and some stuff may be considered irrelevant on the page but the contents are easily adaptable to learner contexts  Although this book, *Customer Service in Ireland* is unrelated to the course, it has a very good chapter (chapter 4) on teamwork, as a resource for developing tutor notes on the topic. It comprehensively covers issues such as the characteristics of a successful team, the qualities needed by team members, the types of personalities needed in teams, The benefits of team work, the stages in the life of a team, etc. | Author: Suzanne Twomey (2nd Edition or the newer 2012 edition) | | <http://www.amazon.co.uk/Customer-Service-Ireland-Suzanne-Twomey/dp/071715260X> |
| Resolving team conflict | Online resource | This online resource focuses on how to resolve conflict using the Interest-based relational (IBR) approach. It also provides a section on how the approach can be made applicable personally. | Source: Mind Tools | | <https://www.mindtools.com/pages/article/newTMM_79.htm> |
| <https://www.mindtools.com/pages/article/newLDR_81.htm> |
| Conflict management | Online resource | This resource presents various conflict management techniques, including collaborating, compromising and withdrawing. | Source: Personality explore:r.com | | <http://www.personalityexplorer.com/freeresources/conflictmanagementtechniques.aspx> |
| Giving constructive criticism and giving feedback | Book | This section of the book focuses on teaching learners how to make constructive criticism and give feedback. It provides learners with opportunities for reflection and features some constructive questions and responses, as well as how to be assertive in dealing with others. | Author: Stella Cottrell | | <http://www.amazon.co.uk/Skills-Success-Personal-Development-Planning/dp/0230250181> |
| Website/Blog | This blog contains tips on how to give and receive constructive feedback. It is easy to read and can be incorporated into a lesson plan. | Author: Scott Berkum | | <http://scottberkun.com/essays/35-how-to-give-and-receive-criticism/> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Mind Tools | <https://www.mindtools.com/> |
| The Alignment Partnership | <http://www.peterfuda.com/> |
| The Positive Success Group | <http://www.positivesuccessgroup.com/> |
| Books | The 7 Habits Of Highly Effective People by Stephen Covey |
| Skills for Success: Personal Development and Employability (Palgrave Study Skills) by Stella Cottrell |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | Providers of MOOCs  <https://alison.com/course/> |
| [https://www.**course**ra.org/](https://www.coursera.org/) |
| <http://www.globalmanagementacademy.ie/free-courses/> |
| [https://www.tcd.ie/**Online**Education/**free**-**online**-**course**/](https://www.tcd.ie/OnlineEducation/free-online-course/) |
| <https://www.edx.org/> |