



e-learning

# Self-confidence at work

You've already achieved quite a lot in your professional life. Have you reached a point where you wonder where you are headed next? What exciting new projects and developments still await you? Do you know your strengths and what you would still like to achieve? This e-learning invites you to consciously engage with an important part of your personal development. Dive into the diverse facets of the big topic of „self confidence“. Explore your personal strengths, learn how to communicate them to the right people, and focus on your goals and competencies. Kick off into a long-term, self-reflective and satisfying professional life, in which you make full use of your personal strengths and competencies to actively shape your career.

Booking Number: **34914**

Group of participants:

Experts and managers looking for new challenges. All employees that want to reflect on their job situation and define new goals, and perhaps increase their job satisfaction and self-efficacy. For all employees who are getting used to a changing work environment and increasingly digitalized communication.

Duration: **approx. 4 hours**

Language:  

Unit price:

€ 119,- zzgl. MwSt. | € 141,61 inkl. MwSt.

Package prices from 50 licenses on request

## Learning objectives

- ✓ Define what personal strengths are to you
- ✓ Name your own personal strengths and enhance these selectively
- ✓ Deal more easily with weaknesses
- ✓ Communicate your strengths and develop an appropriate PR strategy for yourself
- ✓ Differentiate between healthy ambition and excessive perfectionism
- ✓ Reflect on your perfectionistic demands and develop routines to mitigate them
- ✓ Review your professional wants and needs, and set yourself goals
- ✓ Actively participate in shaping your work, thereby increasing job satisfaction
- ✓ Consciously recognise achievements, so that you can deal with obstacles and challenges with more ease
- ✓ Set boundaries and learn to say „no“ in important situations
- ✓ Stand up for your decisions and needs with self-confidence – a little more each day

## Contents

What will I learn in this e-learning?

Know your strengths

- What is a strength?
- What are my strengths ?

Doing my own PR

- What is successful own PR and why is it so important?
- How do I find the right measure?

Questioning perfectionism

- Why is excessive perfectionism a bad idea?
- What are the roots of my perfectionism?
- How do I find the right measure?

Expressing wants and needs?

- What does my dream work life look like?
- What have I already achieved and how did I achieve it?
- How do I deal with obstacles?

Saying no and setting boundaries

- Why is it so hard to say no?
- How do I say no in situations that are important to me?

What can I take away from this e-learning?



Information on the web

[www.haufe-akademie.de/34914](http://www.haufe-akademie.de/34914)



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