Personalities, Profiles and Plans

This is the perfect self-development program for anyone who needs to understand their strengths and weaknesses - and want to create some clear and achievable career goals.

You'll gain insights into how individuals respond and behave, carry out a personal skills audit and produce a personal development plan. This is career- and work-focussed learning which gets its message across with interactive learning, special learning activities and quick quizzes.

Unlike many self-development courses, this one is conducted entirely via the internet, a flexible way to learn at your own pace. So you can access your self-development training whenever you like. An online progress meter lets you keep track of your progress, and you'll find practical hints and tips to use in real-life situations.

You have a generous six months in which to complete the course - after which you'll be able to put the renowned Pitman Training name on your CV.

Designed for

- Anyone who needs to understand their strengths and weaknesses

- Anyone wanting to get their career and life goals clear and attain them

- Anyone wanting to learn about personality and about profiling techniques

Prerequisites

As the course is delivered online, you will need broadband internet access. You will need Microsoft Word 97 or above (or a word-processing program fully compatible with Word) on your computer.

Objectives

Gain an insight into how individuals respond and behave
Look at various learning styles and see how individuals differ
Carry out a personal skills audit and produce a personal development plan to review and maintain your life and career goals.

Course Content

- The online course introduces and covers key areas, including:

- How Individuals Differ (including the Myers-Briggs Type Indicator)

- Learning Styles

- Life and Career Planning

- Setting Standards and Objectives

- Career and work-focussed learning

- Specially designed learning activities help you put into practice the new habits and skills you have gained. They reinforce your learning and create a memorable course-style.

- Interactive 'Quick Quizzes' give you the chance to test your new-found knowledge

- Learning bookmarks built into the system, so you can easily start again where you left off

- Automatic progress tracking helps you see your progress, building up your motivation

Benefits

- **Flexible, self-paced learning via the internet**
- **Learn where and when you want**
- **No software to install**
- **Hints and tips to help solve real work problems**
- **Includes a specially designed 'Progress file' so you can record your learning activities and progress**
- **The opportunity to gain a career-enhancing, prestigious Pitman Training Certificate**
- **Ample opportunity to complete the course – 6 months**

Course duration: 13-16 hours

(Including learning activities. Actual course duration will vary from individual to individual)