

# **BUILDING PERSONAL LEADERSHIP SKILLS**



**GENTEX<sup>®</sup>**  
TRAINING CENTER



## Introduction

Leadership begins with the person doing the leading, which makes self-awareness and personal discipline the foundation of everything that follows. The Building Personal Leadership Skills Training Course develops that foundation deliberately rather than leaving it to experience alone. Participants learn to clarify their values, manage their own time and reactions, and build credibility through consistency. Furthermore, the course covers communication presence, assertiveness, and personal resilience under pressure. In addition, it addresses influencing without authority, giving and receiving feedback, and personal goal setting. As a result, participants return with stronger self-management habits and a clear plan for their own development.

## Building Personal Leadership Skills Course Objectives

- Clarify personal values, strengths, and leadership identity.
- Apply the Eisenhower Matrix and time blocking to personal priorities.
- Set personal goals using SMART criteria and regular review routines.
- Build self-awareness of triggers, habits, and behavioural patterns.
- Manage reactions under pressure using emotional regulation techniques.
- Communicate with confidence and presence in meetings and conversations.
- Apply assertive communication and handle difficult requests well.
- Give and receive feedback using the SBI model.
- Build influence without relying on formal authority.
- Build a personal leadership development plan with review points.

## Course Methodology

- Instructor-led sessions linking personal leadership theory to daily habits.
- Structured self-assessment, values clarification, and reflection exercises.

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- Case studies of leaders whose personal discipline shaped their impact.
- Role-play exercises on assertiveness, feedback, and difficult conversations.
- Group workshops building personal leadership development plans.
- Continuous knowledge checks and a final assessed personal leadership project.

## Who Should Take This Course

- New and aspiring team leaders and managers.
- Specialists preparing for leadership responsibility.
- Professionals leading without formal authority.
- Employees building personal effectiveness and credibility.
- High-potential staff on development programmes.
- Anyone seeking stronger self-management and confidence.

## Building Personal Leadership Skills Course Outlines

### Day 1: Self-Awareness and Leadership Identity

- What personal leadership means in practice.
- Clarifying personal values and leadership principles.
- Identifying strengths, weaknesses, and blind spots.
- Understanding your default behaviour under pressure.
- Congruence between values, words, and actions.
- Personal credibility and how it is built or lost.
- Workshop: completing a personal leadership self-assessment.

### Day 2: Personal Time and Priority Management



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- The Eisenhower Matrix and sorting urgent from important.
- Time blocking, task batching, and protecting focus.
- Setting daily, weekly, and quarterly personal goals.
- SMART goals and personal review routines.
- Managing distractions, interruptions, and digital overload.
- Balancing personal development with workload demands.
- Workshop: planning a structured personal leadership week.

## Day 3: Emotional Regulation and Resilience

- Emotional intelligence: self-awareness, self-regulation, empathy, motivation.
- Recognising triggers and choosing responses deliberately.
- Managing stress, fatigue, and sustained pressure.
- Recovering from setbacks and criticism.
- Building energy management and resilience habits.
- Maintaining composure in conflict and provocation.
- Workshop: mapping personal triggers and response strategies.

## Day 4: Communication Presence and Assertiveness

- Confident communication: pace, clarity, and structure.
- Active listening, questioning, and summarising.
- Assertive communication without aggression.
- Handling difficult requests, pushback, and interruptions.
- Giving and receiving feedback using the SBI model.
- Presenting yourself credibly in meetings and briefings.
- Workshop: practising assertiveness and feedback conversations.





## Day 5: Influence, Goals, and Personal Development

- Influence without authority: credibility, reciprocity, evidence.
- Building relationships and professional networks.
- Setting personal leadership goals and milestones.
- Seeking feedback and using it to adjust behaviour.
- Building a personal leadership development plan.
- Maintaining momentum and accountability to yourself.
- Workshop: presenting a personal leadership development plan.

## Conclusion

By successfully completing the Building Personal Leadership Skills Training Course, participants will have acquired the knowledge to clarify their values, manage their own time and reactions, communicate with confidence, and influence others without formal authority. They will also gain the ability to give and receive feedback and to build resilience under sustained pressure. Furthermore, the course prepares participants to strengthen their own leadership capability continuously rather than waiting for a formal role. Gentex Training Center delivers this programme with a strong emphasis on practical, workplace-ready personal leadership practice.

## FAQs



## Q1 What is the "Building Personal Leadership Skills" course about?

It is a practical programme on developing personal leadership capability from the inside out. It covers self-awareness and values clarification, personal time and priority management, emotional regulation and resilience, confident and assertive communication, feedback skills, influence without authority, and personal goal setting.

## Q2 What are the key benefits of the "Building Personal Leadership Skills" course?

Participants gain stronger self-management habits that improve their reliability and professional presence. The course raises confidence in meetings and difficult conversations, reduces reactive behaviour under pressure, improves time and priority control, and prepares participants for leadership responsibility regardless of their current role.

## Q3 What skills will I gain from the "Building Personal Leadership Skills" course?

Self-awareness and values-based personal leadership; personal time, priority and goal management; emotional regulation and resilience under pressure; and assertive communication, feedback delivery and influence without authority.



## Q4 What tools, methods, or standards are covered in the "Building Personal Leadership Skills" course?

The course covers personal leadership self-assessment tools, values clarification exercises, the Eisenhower Matrix and time blocking, SMART goal setting and personal review routines, emotional intelligence frameworks, trigger and response mapping, assertive communication techniques, the SBI feedback model, influence and reciprocity techniques, and personal development plan formats with review milestones.

## Q5 How is the "Building Personal Leadership Skills" course applied in real-world practice?

Graduates apply it by planning their week around priorities, protecting focused work time, and setting personal goals with regular reviews. They also manage their reactions when challenged, communicate confidently in meetings, make requests assertively, give feedback using a clear structure, and build credibility by keeping commitments.