Techniques to Boost Individual Performance Training

Duration: **2 Day**

BİLGİNÇ IT Academy
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Overview

This training aims to help employees maximize their current potential, work more efficiently and effectively, and thus contribute more significantly to corporate goals.

Outline

Day 1: Fundamentals & Self-Awareness

Morning Session (9:00 AM – 12:00 PM): Introduction to Individual Performance

- Welcome and sharing of training objectives
- Definition of individual performance and its role in organizational success
- Internal and external factors affecting performance
- Personal performance evaluation methods and their importance
- **Activity:** Self-Assessment Survey & Short Discussion

Lunch Break (12:00 PM – 1:00 PM)

Afternoon Session (1:00 PM – 4:00 PM): Discovering Self-Awareness and Strengths

- Personal SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)
- Understanding personal values and motivation sources
- Learning styles and preferences
- **Activity:** Personal SWOT Analysis & Feedback Exercise
- **Activity:** Value Cards & Identifying Motivational Drivers

Day 2: Strategies & Applications for Boosting Performance

Morning Session (9:00 AM – 12:00 PM): Goal Setting and Planning

- SMART Goal Setting Technique
- Creating short, medium, and long-term goals
- Action plan development and resource management
- Prioritization techniques (Eisenhower Matrix, etc.)

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- **Activity:** SMART Goals Exercise (Individual & Group)
- **Activity:** Drafting Weekly/Monthly Action Plans

Lunch Break (12:00 PM – 1:00 PM)

Afternoon Session (1:00 PM – 4:00 PM): Time Management, Motivation & Continuous Growth

- Time management techniques (Pomodoro, Meeting Efficiency, etc.)
- Strategies for overcoming procrastination
- Methods to boost intrinsic motivation
- Stress management and emotional resilience
- Impact of communication and collaboration skills on performance
- The art of giving and receiving feedback
- Continuous learning mindset (Books, Courses, Mentorship, etc.)
- **Activity:** Sharing Time Management Tips & Practical Exercises