

HOW TO UPDATE YOURSELF

Tarik Sayed Harun
Director- Core Program

Setting your Goal

- Setting goals can help you establish a short, medium, and long-term strategy for success.
- Effective, worthwhile, achievable, and specific.
- Stay committed.
- It helps to evaluate and track your progress.



Self development Process

PERSONAL DEVELOPMENT

FOR BEGINNERS & DUMMIES



▶ GIOVANNI RIGTERS ◀



Read more

News paper,
Related articles,
Related books



Surround yourself with like-minded people

It will help you make connections with people who will inspire and motivate you to continue learning



Look for learning opportunities

You don't have to stop learning if you aren't a student anymore.



Start exercising daily

start a daily 30-minute walk, any form of exercise will certainly help make your development.



Explore entertainment

Movie and music can help you relax. There are many educational movies that teach people skills, such as math and linguistics.

Self development Process

- **Let your imagination run free**

Allowing yourself to daydream and think creatively can help you process information and connect ideas. Sometimes we force ourselves to think too critically or seriously.

- **Reflect on what you've learned**

This type of intelligence gets a boost from reflection. Reflecting every day on what we've experienced and what we've taken away as a result, is the core of learning.



Improved interpersonal Skills

- Practice empathy
- Cultivate a positive attitude and work environment
- Recognize others' expertise
- Show an interest in colleagues
- Become self-aware:
- Handling difficult colleagues
- Be assertive
- No distractions



Courtesy & Manner



Thank

Say thank you.

Give

Give credit

Show

Show respect for others

Do not interrupt

When someone is having a conversation, do not interrupt.

Apologize

Always apologize when you do something wrong.

Don't pick up

Don't pick up a call while you are engaged in conversation without excusing yourself

Be

When refusing an invitation, be kind and honest

Embarrass

Never embarrass another person.

The different Type of Intelligence



Interpersonal intelligence

- Prefers to work alone
- Processes emotions well
- Learns through self-reflection



Numerical intelligence

- Talent for mathematics and puzzles
- Using logic and reason to solve problems
- Patterning and probability



Music intelligence

- Carrying out tunes of music and matches certain pitches
- Excellent sense of rhythm
- Creative with sound to create beats



Spatial intelligence

- Has an eye for design
- Excels at drawing and painting
- Learns best with visual clues

WHY Update yourself

- To take yourself to the next level
- Keeps you relevant in a competitive workplace
- To be a leader
- Make comfortable environment for self



THANK YOU