



The Institute of Banking and Finance of Trinidad and Tobago

THE PROFESSIONAL MAKEOVER
Strategies for Work and Life Effectiveness
One (1) Day Training Workshop Outline



OVERVIEW:

This training workshop will equip professionals with the tools and strategies to become more effective and organized in their personal and professional life.

Make 2026 the start of a better YOU, a more productive YOU, and a more fulfilled YOU with this professional makeover program!

If you feel like you need a jumpstart on your career and you're not sure where to start, then come and get a professional makeover.

Our program will help you understand where you can improve to get the best professional results. We will provide you with tailor made solutions designed to improve your effectiveness and career opportunities.

TOPICS

What the Mirror Is Saying

- Understanding My Professional Strengths and Areas for Improvement – A DISC Perspective
- Managing My Relationships More Effectively

Becoming My Best Self

- Practicing Better Self- Management
- Proven Productive Strategies for Work Effectiveness



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METHODOLOGY

The workshop will use andragogical approaches that will reinforce concepts through:

- Conceptualization
- Diagnostics
- Action learning
 - Simulations
 - Case study
- Critical Questioning
- Reflection exercises

In-person training will be delivered to allow for engagement. Media and technology will support the development process by ensuring all sensory and learning considerations are applied to engage all learners.

Participants will be engaged in development and learning exercises with other participants as well as individual assignments where they will be encouraged to build solutions and construct new realities for action in their own environments and with key stakeholders.

TARGET AUDIENCE:

This workshop is suitable for individuals at all levels of experience and expertise, as it seeks to enhance productivity and organization skills for professionals, providing practical strategies to manage time, tasks, and priorities, resulting in improved efficiency and control over work and personal life.