Personal Development Programme
Coaching Outline

This coaching is aimed at helping an individual develop a specific habit necessary for a specific purpose. The Shadowmatch Personal Development Programmes are experience-based, habit-building programmes that can help individuals build strong behavioural patterns that will empower them to deal with life challenges. **Below is a list of programmes available, a short description, and the duration of each of these programmes.**

1 Altruism

Altruism is a persons' habit of helping others without expecting something back. These people are relatively free from the 'What's in it for me' approach to helping others.

Doing a development program in Altruism will enable an individual to develop their habit to support/help other people unconditionally.

Number of phases: 7

2 Conflict Handling

Conflict Handling indicates someone's active habit of handling conflict within themselves, between themselves and others, as well as conflict between people in a positive and meaningful way. Running away from and avoiding conflict is not regarded by Shadowmatch as a positive way to deal with it.

The development program for conflict handling will enable an individual to think about how they currently handle different conflict situations. This program will also give them the opportunity to practically resolve current conflict situations that they may face as well as assist them in deriving a plan of action for future conflict situations that may arise.

Number of phases: 9

3   Discipline

Discipline is the habit of working in a disciplined working environment where adherence to structure and time-frames are imperative.

This development program will assist an individual in further developing their habit to work and live in a disciplined environment. The program will guide them in such a way that they can distinguish between when it is important to adhere to structure and when it is appropriate to follow their own rules. It will assist them in developing the ability to survive in an environment where discipline is inevitable.

Number of phases: 9

4   Frustration Handling

Frustrations are part of everyone's daily life. It is an inevitable reality that we all need to deal with. Some of us handle frustrations in our stride, whilst others really battle to cope and deal with frustrations.

The development program for handling frustrations will assist a person in identifying current frustrations in their life as well as design action plans on how to handle these frustrations in the best possible way. This program will enable someone to think about, identify and confront frustrations as and when they arise. The program in itself might be experienced as frustrating and is thus an excellent opportunity for an individual to enhance their frustration handling capability.

Number of phases: 6

5   Individual Inclination

Some of us prefer to work as part of a team, and some like working independently.

By completing this program, an individual will definitely be more confident to tackle things on their own. The programme will enhance their self-confidence to work as an individual. The program will require someone to identify situations that they are not comfortable handling on their own. They will then have to design an action plan so that they can face the challenge in such a way that they don't need the assistance of others.

Number of phases: 7

6 Innovation

Innovation can broadly be described in a framework of finding new ways of doing things, finding new products, and different methods and processes that improve current ways, products, methods, and processes.

The program will challenge someone's comfort with existing realities in their world, and it will invite them to think creatively towards finding alternatives.

Number of phases: 11

7 Leadership

Leadership is the habit of leading a group of people to a successful outcome. A true leader is a person who transforms the current reality into a better one for all. It is someone who drives change and moves people out of their comfort zones. A successful leader facilitates energy and connects people.

This development program is a 12-month program that will assist an individual in developing their leadership skills. It is a tough and lengthy program; however, working successfully through all the phases will undoubtedly grow a person's leadership competencies. The program requires hard work and dedication.

Number of phases: 10

8 People Positive

An individual who has strong People Positive habits is someone who can work with people in a positive way, build positive relationships and influence others in a positive way. Some people have a natural ability to work with people whilst others have to work hard on their relationships with others. Some individuals prefer to work with people, and other individuals would rather work with things or totally on their own.

By completing this development program, an individual will develop their habit of working with people in a positive way.

Number of phases: 6

9   Problem Solving

Problem Solving is one of the habits we need in order to deal with difficulties in the most effective way. Problem Solving is the ability to work with a problem in such a way that you understand the concepts, how they hang together, what must be resolved and how to resolve it. Problem-solving can thus be seen as the habit and ability to understand a problem and to resolve it. Practicing this ability successfully always puts people amongst the front runners in life.

By embarking on this development program, an individual will embark on a journey of fun and thinking. This program will develop their ability to take a complicated problem and resolve it in such a way that the process teaches them a method to resolve almost all problem types. It is a program based on practical exercises.

Number of phases: 11

10   Propensity to Change

Some people find it very difficult to adapt to change and to get used to new methods and applications. Some people try everything they've got to resist change, which often results in unhappiness and even be eliminated from certain projects and situations. In our current world, change is such an integral part of life that we must be able to adapt.

The development program on Propensity to Change will allow a person to test their own ability to change and adapt to new circumstances. It will stretch them in the sense that it will force them to get out of their comfort zone and change certain things.

Number of phases: 9

11   Propensity to Hand-off

The way we tackle problems and handle difficulties can either be by depending solely on ourselves or by depending on and involving others. Someone that depends on other people as well as involves others has a propensity to hand things off. This is very good as it will always ensure involvement by others in dealing with challenges. If one's propensity to hand-off is not very strong, the person will definitely benefit from doing this development program.

This program will guide an individual through a process of involving other people and making them part of important tasks and situations.

Number of phases: 19

12 Propensity to Own

The way we tackle problems and handle difficulties can either be by depending solely on ourselves or by depending on and involving others. Someone that depends on other people as well as involves others has a propensity to hand things off. Someone who prefers to work independently and relies on themselves in most instances has a propensity to own things.

Working through this program will allow people to focus and rely more on themselves. The program will assist them in developing their habit to take ownership of a situation and play an active role in solving problems and day-to-day life challenges. By developing your propensity to own tasks, people are building their own success.

Number of phases: 8

13 Resilience

Resilience is the habit of persevering and finishes what one has started. A resilient person is someone who doesn't run away when things get tough; they will see it through. Some people give up easily when faced with a challenge, and some apply themselves relentlessly to solve problems and overcome challenges.

The program will teach individuals to finish what they have started despite possible challenges and obstacles. It will guide them through a process of applying themselves to work towards an end goal.

Number of phases: 10

14 Responsiveness

Responsiveness is the behaviour pattern that indicates how quickly an individual does things that need to be done, how quickly they react when a request has been sent or even the speed at which they react to the day-to-day responsibilities of work and life in general.

Doing a development program in Responsiveness will enable an individual to develop their habit of acting quickly when something needs to be done and learn the value of being quick when requested to do things.

Number of phases: 7

15 Routine

Routine is the habit of functioning in an environment where structure, processes, and actions repeat and where repetition of similar actions increases working success. A person who scores high on routine as a habit, is someone who can easily follow repetition and practice this to perfection. Think of somebody playing the violin. Specific actions must be repeated with precision in order to play successfully. People with high routine habits find it much easier to learn and practice these actions than those without such a strong habit of routine.

This development program will assist a person in developing the habit of working and living in a routine environment. The program will guide them in such a way that they can distinguish between when it is important to follow a routine pattern and when it is appropriate to find the best pattern suitable for a task.
Number of phases: 8

16 Self-Confidence

A person who is self-confident is someone who acts with conviction and stays with a decision that was made. It is an individual who is not afraid to stand their ground and fight for what they believe is right, even if everyone else disagrees or feels differently.

Successful completion of this development program will boost a person's self-confidence and allow them to feel more secure and convinced of their own actions.
Number of phases: 7

17 Self-Motivation

Some people have the habit of motivating themselves, and some are dependent on external motivators to stay positive and motivated. A person who is self-motivated finds it easy to deal with life. It is a person who takes control of being positive and enthusiastic towards their circumstances.

This program will assist individuals in developing the capability to motivate themselves and not necessarily depend on external factors to keep them motivated and positive.
Number of phases: 8

18 Team Inclination

Throughout life, it is inevitable that we will be faced with situations where we have to work as part of a team. An individual can easily do some tasks, however, some jobs are just done more effectively when a team does it. Some of us prefer to work as part of a team whilst others prefer to work on their own.

The aim of this development program is to assist people to develop their capability further to work as part of a team. During this program, an individual will be required to list situations where they were involved in teamwork. They need to analyse these situations in order to understand what their role was in the team. They will also look at future situations that would require teamwork and prepare action plans for these. **Number of phases: 9**

19 Time Management

Time Management is the habit to effectively make maximum use of one's available time towards completing a task in the most efficient manner. People with strong time management capabilities are very efficient in what they do, they can do lots of work, and they are always on top of their work and the things they need to do. It is a skill we can learn and practice very successfully.

This development program can take up to eight months to complete. It is a tough and lengthy program, however, working successfully through all the phases will, without doubt, grow an individual's time management competencies. The program requires hard work and dedication. **Number of phases: 8**

20 To Simplify

To simplify is one of the abilities we need in order to deal with challenges in the most effective way. Simplification is the ability to see the essence of a problem as well as the basic workings of a system and thus understand problems and concepts without getting lost in detail. To simplify is, in other words, the ability to make complicated things easy and understandable. Practicing this ability successfully always puts people amongst the front runners in life.

By embarking on this development program, people will go on a fun and lots of thinking journey. This program will develop a person's habit of taking a complicated matter and simplifying it to the level where a child can understand it. It is a program with many practical exercises. **Number of phases: 7**