

€ TRAINING

Sharpening Your Leadership Skill Through
Self Mastery





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Introduction

Great achievers have always performed well by managing themselves and their capabilities. Self-management is critical for individuals to perform efficiently in both large and small businesses where they are called to perform various duties. Self-management inspires individuals to set their own goals, monitor their behavior in achieving those goals and reward themselves upon their success in achieving those goals. Self-management is the building block for effective management of other people, groups, and organizations. This highly participative seminar will help you to develop your leadership skills to lead others in times of crisis, pressure and stress. You will obtain the latest insights into what makes a leader able to manage themselves and others during times of crisis. Self-mastery is not achieved by accident - it is a process that occurs as we interact effectively with the events and circumstances of our lives. Each moment of our lives provides an opportunity to practice self-mastery by expanding our visions, awakening the faculties of our minds and our hearts, and assuming full responsibility for living, growing, and contributing. As we master our own emotions, we can enhance our ability to lead others, acting as a role model and someone others would truly wish to follow.

Course Objectives

At the end of this course the participants will be able to:

- Study effective management of our thoughts, beliefs, focus, and action.
- Understand the impact of our values on our actions.
- Consider how to build confidence, enthusiasm, and courage.
- Understand and better appreciate the importance of managing stress and pressure.
- Build and develop leadership skills for handling stress, pressure, and crisis.
- Become familiar with how the different personality styles respond to stress and pressure and identify their style in coping with stress.
- Learn how to cultivate a positive mindset in times of crisis.
- Learn how to lead others during times of crisis.
- Cultivate the habit of finishing projects.
- Develop your self-confidence and self-assurance in your ability to achieve goals.
- Develop effective strategies to cope with stress.
- Reappraise the current situation and make the necessary adjustments to succeed.
- Learn to manage your time better

Targeted Audience

- Team members
- Supervisors
- Management professionals
- Delegates of any sector of industry and/or business
- Risk management department
- Human resources department
- All interested people
- Also, the course is suitable for all the staff among all levels or departments

Course Outline

Unit 1: Knowing Yourself:

- Importance of awareness for self-management
- Focusing your mental power
- The mind-body connection
- Managing your physical energy
- Promoting good personal habits
- Understand your training style

Unit 2: Towards Effective Self Management:

- Understanding the steps of human development
- Understanding and managing our behaviors
- How to empower yourself
- Basic principles of life
- Filters of experience
- Passive, aggressive, and assertive behavior

Unit 3: Personal Leadership Skills for Handling Pressure & Stress:

- Stress and its effects on the body, mind, and spirit
- Holistic response to stress
- Relationship between mind and body
- Personality styles and response to stress
- Understanding Introvert and Extravert responses to stress

Unit 4: Enhancing Communication Skills In Times of Stress:

- Passive & aggressive responses
- Assertive communication during stressful times
- Managing conflicts during times of stress
- Giving and receiving criticisms during stressful moments
- Resolving conflicts constructively during times of pressure

Unit 5: Leadership:

- Understanding the importance of emotional intelligence.
- Developing self-awareness, motivation, empathy, and social skills.
- Moving to a new model of empowerment.
- Recognizing 21st-century leadership skills.
- Interpreting institutional and interactive leadership.
- Comprehending the difference between leadership and management.
- Utilizing effective situational leadership.

Unit 6: The Public Face of the Mature Leader:

- Making successful presentations.
- Influencing through appeal to the achievement of a vision.
- Influencing through the utilization of logic.
- Influencing through a genuine people orientation.
- Displaying personal power in communications.



- Overcoming the failure mechanism.
- Running productive meetings.
- Reviewing the course.