€TRAINING

Effective Self Management

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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 rewarding themselves upon their success in achieving those goals. Self-management is the building block for effective management of other people, groups, and organizations.

Course Objectives:

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

- 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:

- Managers & Supervisors
- Team leaders
- Employees who want to gain great skills & knowledge to improve their career

Course Outlines:

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: Self Management for Effective Leadership:

- Leadership style and impact
- Developing trust
- Practicing empathy
- Making decisions
- Getting people behind your ideas

Unit 4: Self Managed Teams:

- Managing interactions with different people
- Handling difficult people
- Setting targets for performance
- Managing others and teams
- The role of influence
- Resolving conflicts effectively

Unit 5: Making Every Moment Count:

- Setting priorities
- Time management techniques
- Strategies to avoid procrastination
- Handling stress in the workplace
- Dealing with pressure
- Making an action plan