

# € TRAINING

Effective Self Management



20 - 24 May 2024  
Baku (Azerbaijan)  
Holiday Inn Baku



# Effective Self Management

REF: Z66 DATE: 20 - 24 May 2024 Venue: Baku (Azerbaijan) - Holiday Inn Baku Fee: 5830 Euro

## Introduction:

This training program aims to equip participants with the skills and strategies necessary to optimize personal productivity and well-being. By cultivating self-awareness and implementing practical self-management tools, participants are empowered to navigate challenges, maximize productivity, and enhance overall quality of life.

## Program Objectives:

At the end of this program, participants will be able to:

- Cultivate the habit of completing projects effectively.
- Enhance self-confidence and belief in their ability to achieve goals.
- Develop effective stress coping strategies.
- Evaluate the current situation and make necessary adjustments for success.
- Improve time management skills for better productivity.

## Targeted Audience:

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

## Program 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.