

€ TRAINING

Effective Self Management



29 December 2024 -
2 January 2025
Cairo (Egypt)



Effective Self Management

REF: Z66 DATE: 29 December 2024 - 2 January 2025 Venue: Cairo (Egypt) - Fee: 3520 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.