



*Training Course:  
The Effective Self-Management*

*24 - 28 June 2024  
Baku (Azerbaijan)*

## Training Course: The Effective Self-Management

Training Course code: PS1065 From: 24 - 28 June 2024 Venue: Baku (Azerbaijan) - Training Course Fees: 5250 € Euro

### Introduction

"Your success is determined by your daily agenda." -John Maxwell

Great achievers have always performed well by managing themselves and their abilities. Self-management is important for individuals to perform effectively in both large and small organizations where they are called to perform various duties. Self-management encourages individuals to set their own goals, monitor their own 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.

The purpose of this course is to:

- Encourage individuals at all levels to develop skills and strategies to direct their own behavior towards achieving their goals
- Accept responsibility for the success or failure of tasks that you've undertaken
- Schedule personal time-off to create positive deadlines to complete projects
- Identify your priorities in life and to balance work and family commitments
- Learn to cope with stress

### Course Objectives of Effective Self Management

- 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

### Course Process of Effective Self Management

This course is an interactive mixture of lectures, discussions, activities, and practice on developing self-management skills. It provides definitions, examples, discussion and activities designed to promote skill building with interaction and discussion among participants. Activities and work on examples and role-playing are used to highlight concepts taught and allow participants to practice skills learned in this course.

### Course Benefits of Effective Self Management

How will this seminar benefit my self-management skills?

- Learn how to manage your time better
- Identify your life goals and develop a plan on how to achieve it successfully
- Achieving a balance between work, family and rest
- Manage emotions, and build and maintain relationships
- Deal with pressure and stress in the workplace

## Course Results of Effective Self Management

What will my organization gain when sending their employees to attend this seminar?

- Allow individuals to work towards personal and business goals with self-initiative
- Employees develop self-awareness and self-management of their behaviors
- Respond positively to change, seeking support when needed
- Ability to show flexibility according to the changes in the business environment
- Employees learn to prioritize and accomplish set goals

## Core Competencies of Effective Self Management

- Understanding one's self and managing emotions
- Managing our behaviors
- Developing leadership skills
- Working as a self-managed team towards organizational objectives
- Setting priorities and managing time

## Course Outlines of Effective Self Management

### Day One

#### Knowing Yourself

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

### Day Two

#### Towards Effective Self Management

- Understanding the stages of human development
- Understanding and managing our behaviors
- How to strengthen yourself from within
- Basic principles of life
- Filters of experience
- Passive, aggressive, and assertive behavior

### Day Three

#### Self Management for Effective Leadership

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

## Day Four

### 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

## Day Five

### 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

## Registration form on the Training Course: TheEffective Self-Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
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### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
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### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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to:Global Horizon  
3 Oudai street, Aldouki,  
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