



*Training Course:
Leading Yourself*

*20 - 24 January 2025
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Leading Yourself

Training Course code: LS235454 From: 20 - 24 January 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 5250 € Euro

Introduction

In today's rapidly changing and complex world, effective self-leadership is more important than ever. "Leading Yourself" is a five-day training program designed to empower individuals with the skills and insights needed to lead themselves with confidence and clarity. This program focuses on developing self-awareness, setting and achieving personal goals, managing time efficiently, enhancing emotional intelligence, and fostering continuous personal growth. Through a combination of interactive exercises, reflective practices, and group discussions, participants will gain practical tools to lead themselves more effectively in both their personal and professional lives.

Objectives

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

- Increase Self-Awareness: Understand their own strengths, weaknesses, values, and motivations.
- Set and Achieve Goals: Develop and implement effective personal and professional goals using the SMART framework.
- Enhance Time Management: Apply time management techniques to increase productivity and reduce stress.
- Develop Emotional Intelligence: Improve their ability to manage emotions, build resilience, and interact positively with others.
- Foster Continuous Improvement: Create and follow a personal development plan for ongoing growth and learning.

Target Audience

This training program is ideal for:

- Professionals: Individuals looking to enhance their self-leadership skills to improve their performance and career prospects.
- Students: Those who want to develop a strong foundation in personal leadership as they prepare to enter the workforce.
- Entrepreneurs: Aspiring and current entrepreneurs seeking to lead themselves effectively to achieve their

business goals.

- Individuals Seeking Personal Growth: Anyone interested in personal development and self-improvement, regardless of their career stage or background.

Training Program Outline

Day 1: Self-Awareness and Personal Values

- Introduction to self-awareness and its importance.
- Self-reflection exercises to identify strengths, weaknesses, and core values.
- Group discussion to share insights and learn from others' perspectives.
- Workshop on aligning personal values with actions and decisions.
- Journaling exercise to document personal values and reflections.

Day 2: Goal Setting and Planning

- Understanding the importance of setting SMART goals Specific, Measurable, Achievable, Relevant, Time-bound.
- Practical exercises on creating short-term and long-term goals.
- Techniques for effective planning and prioritizing tasks.
- Developing an action plan to achieve personal and professional goals.
- Reflection on barriers to achieving goals and strategies to overcome them.

Day 3: Time Management and Productivity

- Exploration of time management principles and techniques.
- Identifying time-wasters and developing strategies to minimize them.
- Creating a personal productivity system e.g., using to-do lists, planners.
- Practicing the Pomodoro Technique and other time management methods.
- Group activities to share time management tips and best practices.

Day 4: Emotional Intelligence and Resilience

- Introduction to emotional intelligence EQ and its components.
- Exercises to improve self-regulation, empathy, and social skills.
- Strategies for managing stress and building resilience.
- Role-playing scenarios to practice emotional intelligence in challenging situations.
- Reflection on personal experiences with emotional intelligence and resilience.

Day 5: Continuous Improvement and Personal Growth

- The importance of lifelong learning and continuous improvement.
- Identifying areas for personal and professional development.
- Creating a personal development plan with actionable steps.
- Techniques for seeking feedback and using it constructively.
- Group discussion on maintaining motivation and commitment to personal growth.

Registration form on the Training Course: Leading Yourself

Training Course code: LS235454 From: 20 - 24 January 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía
Training Course Fees: 5250 € Euro

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

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Company Information

Company Name:
 Address:
 City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.