Training Course:
TheEffective Self-Management

10 - 14 February 2025
Rome (Italy)

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TheEffective Self-Management

Training Course code: PS1065 From: 10 - 14 February 2025 Venue: Rome (Italy) - 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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☐ Please find enclosed a cheque made payable to Global Horizon

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