



*Training Course:  
Leading Yourself*

*24 - 28 February 2025  
Milan (Italy)*

## Training Course: Leading Yourself

Training Course code: LS235454 From: 24 - 28 February 2025 Venue: Milan (Italy) - 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

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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: .....  
 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,  
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