# Global Horizon
## TRAINING CENTER

*Training Course:*
*Leading Yourself*

*28 April - 2 May 2025*
*Rome (Italy)*

# Training Course:
# Leading Yourself

Training Course code: LS235454  From: 28 April - 2 May 2025  Venue: Rome (Italy) - Training Course Fees: 5750 ⬜ 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.

## 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, Egypt. |