



*Conference:  
Effective Self Management*

*9 - 13 November 2025*

*Cairo (Egypt)*

*Holiday Inn & Suites Cairo Maadi, an IHG Hotel*

## Conference: Effective Self Management

Conference code: CO8134 From: 9 - 13 November 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Conference Fees: 3875 € Euro

### Introduction

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

This conference focuses on the importance of self-management in achieving personal and professional success. Participants will learn to set goals, monitor progress, and reward achievements. The program encourages individuals to take responsibility for their tasks, prioritize life goals, and balance work and family commitments. Develop strategies to manage stress, create positive deadlines, and improve overall performance through effective self-management.

### Objectives

- 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

### Delegates

The course is designed for anyone who desires to demonstrate self-management in their work and balance their priorities between work and family commitments. The course is appropriate for those who have some management experience and wish to enhance their self-management skills to be successful workers. This course is suitable for:

- Team members
- Supervisors
- Management professionals
- Delegates of any sector of industry and/or business

### Process

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.

## Benefits

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

## Results

- 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

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

## Outlines

### Day 1: 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 2: Self-Management for Effective Leadership

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

#### Day 3: 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 4: 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

#### Day 5: 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

## Registration form on the Conference: Effective Self Management

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

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### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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