



*Training Course:  
The Effective Self-Management*

*9 - 13 November 2026  
Madrid (Spain)*

## Training Course: The Effective Self-Management

Training Course code: PS1065 From: 9 - 13 November 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € 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

- 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

### Target Audience

This program is designed for:

- Professionals at all levels who want to improve their self-management, productivity, and personal effectiveness.

- Employees seeking to better manage time, priorities, and work-life balance.
- Supervisors and team leaders aiming to strengthen discipline, focus, and personal leadership skills.
- Individuals preparing for leadership roles and wanting to build strong self-management foundations.
- HR and training professionals focused on employee development and performance improvement.
- High-potential employees looking to enhance confidence, goal setting, and stress management skills.
- Anyone seeking to improve time management, reduce procrastination, and increase personal efficiency.

## Course 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: 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 3: Self Management for Effective Leadership

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

#### Day 4: 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 5: 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: The Effective Self-Management

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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,  
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