

Effective Self Management

Date		(\$) Fees	
03 March -07 March 2024	Kuala Lumpur	3500	Register Now

Why Choose this Training Course?

This course will aim to encourage individuals to evaluate and monitor their energy, attitude and priority in relation to their personal and organisational visions and goals. It will empower individuals for a more effective self-management and equip them with the knowledge and skills needed to optimise their performances which are essential for personal success and corporate accomplishment.

Effective self-management will enable individuals to develop the needed disciplines that help bridge the gaps between goals and accomplishment. High achievers are people who have learned to effectively manage themselves, tapping on all resources available to motivate themselves toward the fulfilment of their fullest potentials.

This course will feature:

- Identification of your emotional blind spot to reduce conflict and stress
- How to optimise your health and energy to fulfill your goals
- Achieving a balance between work, family and rest
- Managing emotions, and develop empathic attunement to build strong relationships
- How to consolidate values, strengthen principles, and prioritise your goals

What are the Goals?

By the end of this course, participants will be able to:

- Develop a greater sense of integrity and strength to accomplish goals
- Build a healthier self-concept to manage issues and events
- Develop strategy towards a greater time-task productivity
- Manage stress more effectively and efficiently
- Cultivate greater flexibility contributing toward an effective self-managed team

Who is this Training Course for?

The course is designed for anyone who desires to optimise the fulfilment of their goals to achieve greater sense of accomplishment and to those who desires to cultivate and incorporate best values in their work and family commitments. Likewise, this course is appropriate for those who wish to employ holistic approach in

enhancing self-management for both work accomplishment and satisfaction.

This course is suitable to a wide range of professionals but will greatly benefit:

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

How will this Training Course be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This course is interactive and challenges one to think.

The tutor will guide and facilitate learning, using proven techniques, direct input, discussions, case studies, exercises, and video to enhance learning. It will provide discussion and activities designed to promote skill building via interaction among participants. Activities and work on examples and role-playing will be used to highlight concepts taught and allow participants to practice skills to be learned from this course.

The Course Content

Day One: The Essentials of Self-Integrity

- Gaining self-awareness
- The mind-body connection
- Managing your physical energy
- The brain-heart-gut connection
- Cultivating good personal habits
- Understand your learning style

Day Two: Towards a Better Self-Concept

- Understand the life stages of human development
- Understand and manage our behaviours
- Passive, aggressive, and assertive behaviour
- Filters of experience
- Basic principles of life
- How to revitalise yourself from within

Day Three: Increasing Your Time-Task Productivity

- Setting priorities
- Time management techniques
- Improving decision making
- Overcoming decision fatigue
- Values-based motivations
- Building an internal locus of control

Day Four: Leading with Ease and Competency

- Developing empathic attunement
- Building trust and a culture of safety
- Capitalizing stress in the workplace
- Stress defusing techniques
- Getting people behind your ideas

Day Five: Achieving Cohesiveness in Self-Management

- Highly motivated self-managed team
- Achieving high performance with cultural agility
- Resolving conflicts effectively
- Making impact with appropriate leadership styles
- Weapons of influence
- Action plan



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