



## Skills in Self-Management

PIK155-1225 LON-1



**Place:** London (UK)

**Venue:**

**Start Date:** 15-12-2025

**End Date:** 22-12-2025

**PPP:** £4550



## **Skills in Self-Management**

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**If you can't train them,  
you can't blame them!**

### **Short Description:**

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 behaviour 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: â€¢ Encourage individuals at all levels to develop skills and strategies to direct their own behaviour towards achieving their goals. â€¢ Accept responsibility for the success or failure of tasks that youâ€™ve undertaken. â€¢ Schedule personal time-off to create positive deadlines to complete projects. â€¢ Identify your priorities in life and to balance work and family commitments. â€¢ Learn to cope with stress.

### **Course Overview:**

#### ***The Goals***

- 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.

#### ***The Process***

This course is an interactive mixture of lecture, discussion, 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 learnt in this course.

#### ***The Benefits***

### How will this seminar benefit my self-management skills?

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

### *The Results*

#### What will my organization gain when sending their employees to attend this seminar?

- Allow individuals to work towards personal and business goals with self-initiative.
- Employees develop self-awareness and self-management of their behaviours.
- 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.

### *The Core Competencies*

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

## Program Outline:

### **Day 1: Knowing Yourself**

1. Importance of awareness for Self-Management.
2. Focusing your mental energy.
3. The mind-body connection.
4. Managing your physical energy.
5. Cultivating good personal habits and Understanding your learning style.

### **Day 2: Towards Effective Self-Management**

1. Understanding the stages of Human-Development.
2. Understanding and managing our behaviours.



3. How to strengthen yourself from within.
4. Basic principles of life and Filters of experience.
5. Passive, aggressive, and assertive behaviour.

### **Day 3: Self-Management for Effective Leadership**

1. Leadership style and impact.
2. Developing trust.
3. Practicing empathy.
4. Making decisions.
5. Getting people behind your ideas.

### **Day 4: Self-Managed Teams**

1. Managing interactions with different people.
2. Handling difficult people.
3. Setting targets for performance.
4. Managing others and teams and the role of influence.
5. Resolving conflicts effectively.

### **Day 5: Making Every Moment Count**

1. Setting priorities and Time management techniques.
2. Strategies to avoid procrastination.
3. Handling stress in the workplace.
4. Dealing with pressure.
5. Making an action plan.