



Skills in Self-Management

PIK227-1225 GNV-1



Place: Geneva (SWITZERLAND)

Venue:

Start Date: 15-12-2025

End Date: 22-12-2025

PPP: £5550



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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.