informatech

ADMINISTRATION AND SECRETARIAL | AS-003

# Effective Self Management

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# Course content

## Why Attend

Why Attend Effective self-management is essential for improving productivity, maintaining focus, managing stress, and achieving both personal and professional goals. This course helps participants understand how to prioritize responsibilities, enhance time management skills, develop self-discipline, and improve overall performance through practical techniques and strategies.

Course Methodology The course uses a highly interactive approach including presentations, practical exercises, individual assessments, group discussions, role plays, case studies, self-reflection activities, and action planning to ensure participants can apply the concepts in real workplace situations.

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

- Understand the principles and importance of self-management
- Improve time management and prioritization skills
- Develop self-awareness and emotional intelligence
- Enhance communication and interpersonal effectiveness
- Build self-discipline and accountability
- Manage stress and maintain work-life balance
- Create personal development and performance improvement plans

## Target Audience

- Supervisors and team leaders
- Managers and professionals
- Administrative staff
- Employees seeking personal and professional growth
- Individuals aiming to improve productivity and effectiveness

## Target Competencies

# Course content

## Target Competencies

- Self-awareness
- Time management
- Goal setting and planning
- Emotional intelligence
- Decision-making
- Communication skills
- Stress management
- Personal effectiveness
- Accountability and self-discipline

## Course outline

### Day 1: Foundations of Effective Self-Management

- Understanding self-management concepts and importance
- Self-awareness and personal effectiveness assessment
- Identifying strengths and improvement areas
- Building positive habits and mindset

### Day 2: Time Management and Priority Setting

- Managing time effectively
- Identifying time wasters
- Prioritization techniques and planning tools
- Goal setting and action planning

### Day 3: Emotional Intelligence and Communication Skills

# Course content

## Course outline

• Understanding emotional intelligence

• Managing emotions effectively

• Improving interpersonal communication

• Building positive workplace relationships

### Day 4: Stress Management and Work-Life Balance

• Understanding workplace stress factors

• Stress management techniques

• Building resilience and adaptability

• Achieving work-life balance

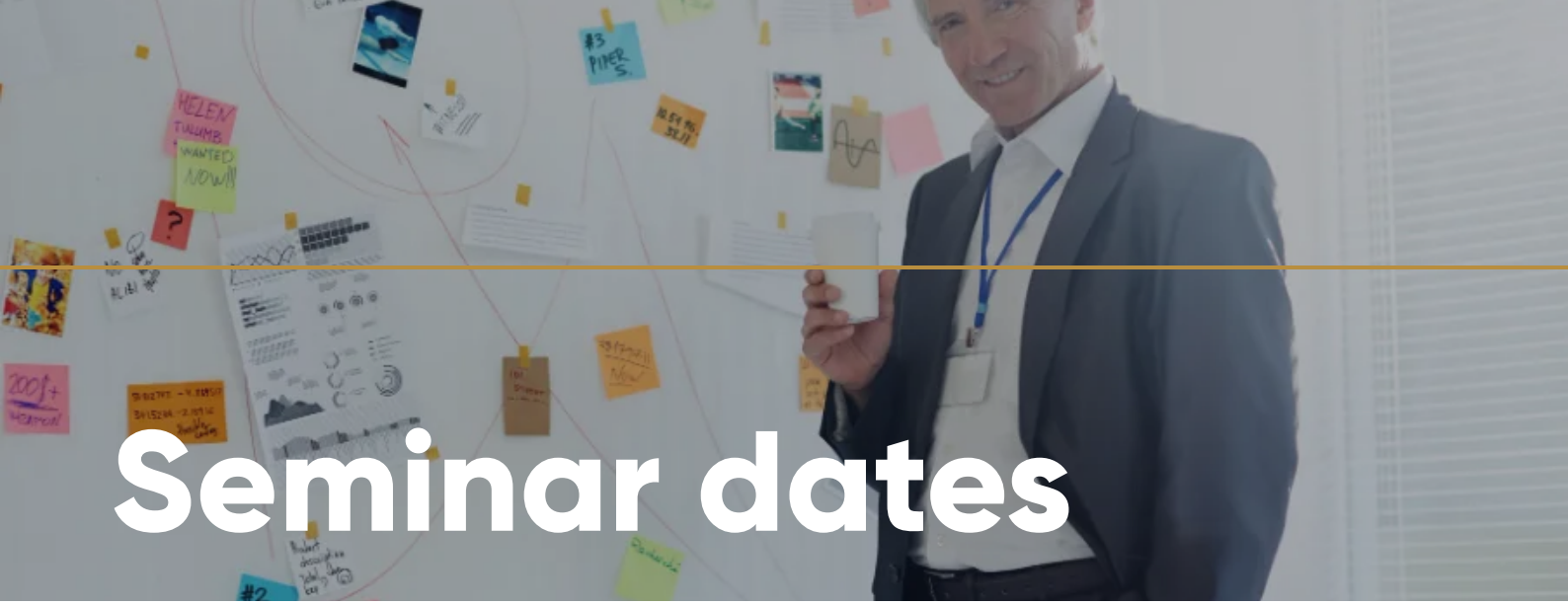
### Day 5: Personal Development and Performance Improvement

• Building self-discipline and accountability

• Decision-making and problem-solving techniques

• Developing personal growth strategies

• Creating an individual action plan for continuous improvement



# Seminar dates

## Available seminar dates

Live dates and pricing for Effective Self Management generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 9 - 13 November 2026 | Istanbul - Turkey | Classroom | **€2,280.-** |
| 16 - 20 November 2026 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 7 - 11 December 2026 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 14 - 18 December 2026 | London - U.K | Classroom | **€3,360.-** |
| 21 - 25 December 2026 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 4 - 8 January 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 1 - 5 February 2027 | London - U.K | Classroom | **€3,360.-** |
| 1 - 5 March 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 5 - 9 April 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 3 - 7 May 2027 | London - U.K | Classroom | **€3,360.-** |
| 7 - 11 June 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 5 - 9 July 2027 | Madrid - Spain | Classroom | **€3,400.-** |
| 2 - 6 August 2027 | Geneva - Switzerland | Classroom | **€4,200.-** |
| 6 - 10 September 2027 | Istanbul - Turkey | Classroom | **€2,280.-** |
| 4 - 8 October 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 1 - 5 November 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 6 - 10 December 2027 | London - U.K | Classroom | **€3,360.-** |