Self Management

Overview

Delegates will analyse how they are using their time and the methods they use when working towards achieving goals. They will determine what their objectives should be, what success looks like and what they need to put in place to achieve this. They will learn how to be more resilient to pressure and set backs, and how to use this learning with others who work with them.

Target Group

An essential for secretaries and PAs to directors and senior managers - This workshop is aimed at anyone wishing to develop their personal style, impact and interpersonal skills to improve their performance and quality of work.

Objectives

Following participation in this workshop, delegates will be able to:

→ Achieve success, getting results by planning your time/ tasks more effectively
→ Identify aims and objectives and how to achieve these
→ Analyse use of time and manage time stealers effectively
→ Handle stress and develop resilience to pressure and stressors

Course Content

Below is an overview of the topics that are covered. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.)

→ The Success Cycle; identifying areas of strength to optimise as well as areas of opportunity to develop further in order to be more successful
→ Time Management Techniques, more traditional methods as well as more modern and psychological methods to understanding our perception and use of our time
  o Circle of Influence
  o Time Stealers
  o Activity Logs
  o Goal Setting
  o Prioritisation
→ Planning – Time, Tasks, People and Taking Action towards achieving your goals
→ Communicating and Delegating to others
→ Review – Monitoring your Progress and that of others
→ Identifying and Managing Stressors in your work and personal life
→ Strategies to help develop your resilience to pressure

Outcomes

Upon successful completion of this course, all delegates will receive a certificate of attendance for their training records.

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