



aractech

Global Learning for Operational Leaders

ADMINISTRATION AND SECRETARIAL | AS-003

Effective Self Management

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Course content

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

- 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

Target Audience

- This course is designed for:
- Supervisors and team leaders
- Managers and professionals
- Administrative staff

Course outline

Detailed course outline

Day-by-day outline for Effective Self Management.

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

- Understanding emotional intelligence
- Managing emotions effectively
- Improving interpersonal communication
- Building positive workplace relationships

Course outline

Detailed course outline

Day-by-day outline for Effective Self Management.

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
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