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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

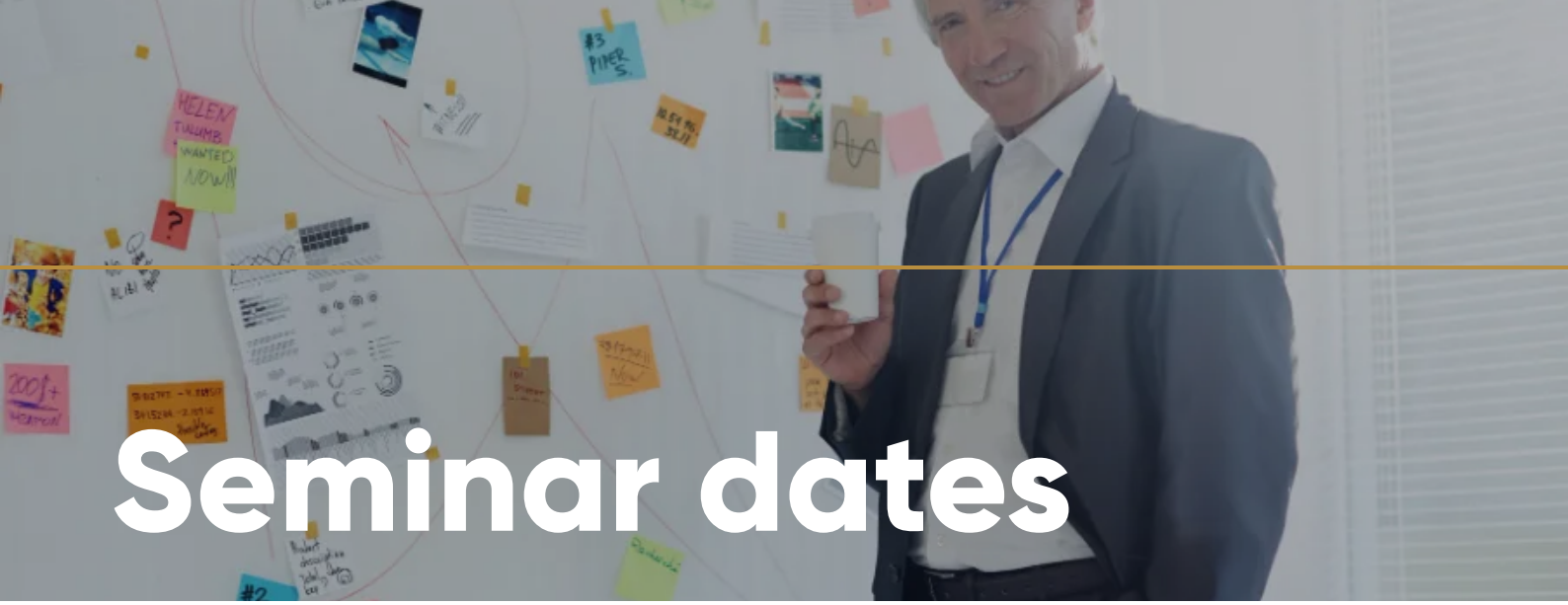
Day 5: Personal Development and Performance Improvement

• 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
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.-**