informatech



INTERPERSONAL SKILLS AND SELF DEVELOPMENT | COURSE

Managing Self and Leading Others

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Course content

Why Attend

This course is designed for supervisors, managers, and individuals at any level within the organization who want to sharpen their leadership capabilities, aspire to learn more about themselves, and are interested in using their influencing skills to manage and lead others. The course takes the participants on a journey of self-discovery and self-reflection and trains them on strategies and skills that will make them shine and thrive in their jobs and personal lives.

This course uses self-assessment tools to diagnose, discover, and explain the participants' ability to manage and lead others. It will also use group presentations, discussions, role-plays, and case analyses.

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

- Increase their self-awareness for better self-management
- Plan and set goals and directions based on values and aspirations
- Earn the trust of others and get results with leadership coaching
- Persuade others by using persuasive strategies and techniques
- Inspire growth and lead others for long-term results

This course is ideal for new or experienced supervisors and managers in any function within the organization and for individuals who want to better understand and manage themselves and lead others. The course is also perfect for those looking for a refresher course, a new perspective, or inspiration on the course subject.

- Working productively with others
- Communicating and emphatic listening
- Planning and goal-setting
- Self-Awareness
- Coaching skills
- Influencing and persuasion skills
- Leadership skills



Course content

Course outline

Self-Awareness: A Point of Departure

- Assessing your self-awareness
- Why increase your self-awareness?
- How to increase your self-awareness

Self-awareness questionnaires

- Emotional intelligence questionnaire
- Assertiveness questionnaire
- Meirc Behavioral Profile
- Summarizing your self-awareness profile

Self-Management: Clarifying Values, Setting Goals, and Planning

- What is meant by self-management?
- Self-management, personal and social skills
- Self-management skills and lifelong learning
- How well do you plan and set goals?
- What are your personal values?
- Personal goal-setting
- Personal mission statements
- Strategies for effective goal-setting

Leading Others with Active Coaching

- Characteristics of an ideal coach
- How a good coach is described



Course content

Course outline

- Seven masterful coaching personality traits
- Myths and realities
- Seven communication principles for coaching
- Gathering good information with EARS
- Good habits of effective listeners
- Leadership coaching styles: What kind of coach are you?

Persuading Others with Tact and Diplomacy

- Definition of 'Persuasion'
- Persuasion strategies: Credibility
- Persuasion strategies: Logical reasoning
- Persuasion strategies: Emotional appeal
- Improving your persuasive skills
- Persuasive skills in formal presentations
- Persuasion versus negotiation
- The art of persuasion: Thirty proven tips and techniques

Transforming Others with Influence and Inspiration

- Transformational leadership defined
- Transformational leadership and charisma
- A model of transformational leadership
- Transformational leadership factors
- Transactional leadership factors
- Other transformational perspectives



Course content

Course outline

• How does the transformational approach to leadership work?



Seminar dates

Available seminar dates

Live dates and pricing for Managing Self and Leading Others generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	London - U.K	Classroom	**€3,360.-**
7 - 11 December 2026	Istanbul - Turkey	Classroom	**€2,280.-**
11 - 15 January 2027	Cape Town - South Africa	Classroom	**€3,400.-**
8 - 12 February 2027	Barcelona - Spain	Classroom	**€3,080.-**
8 - 12 March 2027	Rome - Italy	Classroom	**€3,400.-**
12 - 16 April 2027	Munich - Germany	Classroom	**€3,400.-**
10 - 14 May 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
14 - 18 June 2027	London - U.K	Classroom	**€3,360.-**
12 - 16 July 2027	Istanbul - Turkey	Classroom	**€2,280.-**
9 - 13 August 2027	Vienna - Austria	Classroom	**€3,400.-**
13 - 17 September 2027	Barcelona - Spain	Classroom	**€3,080.-**
11 - 15 October 2027	Rome - Italy	Classroom	**€3,400.-**
8 - 12 November 2027	Munich - Germany	Classroom	**€3,400.-**
13 - 17 December 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**

Live online option	Online delivery is available at €1,850.-.