

# Managing Yourself

6 Days **BGM**

## OVERVIEW

This programme is divided into three modules each given over a period of 2 days.

These 3 modules in general, generate an awareness of each participant's personal means; self-manage them in order to be successful and make the most of their working environment.

Rich in material on all of the recognised, fundamental skills required in an ever-changing/evolving work environment, these modules cover everything from career development and the dynamics of career management to communication strategies, understanding team management and handling conflict.

An open mindedness and a willingness to continue to work on oneself after the training, on behalf of the participants, is vital.

## DESIGNED FOR

Designed for professionals who:

- Wish to achieve more job satisfaction by improving their prospects.
- Are interested in steering their career towards accepting more responsibility with confidence.

## LEARNING OUTCOMES

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

### Module 1

- Identify their personal strengths and how to optimise them.
- Increase their level of self-confidence.
- Identify what motivates them personally.
- Acquire a better understanding of how to broaden their role.
- Discover ways to enhance their job satisfaction.

### Module 2

- Acquire an understanding of management and self-management.
- Understand the obstacles of communication and find ways to overcome them.
- Identify their personal style and ways for self-improvement when it comes to managing conflict.
- Discover strategies to improve their self-image.
- Increase their level of self-confidence.
- Detect their individual contribution in group work.
- Practise on how to give and receive feedback.

### Module 3

- Create a common understanding of quality objectives and their impact on personal and organisational effectiveness and stress.
- Learn how to define a result and act upon it.
- Understand the concept of result orientation and its impact on intrinsic motivation and stress.
- Have a good understanding of what priorities are and know how to efficiently manage them.
- Understand their stressors and find ways to manage them.
- Build an in-depth individualised action plan based on the acquired self-assessments of the three modules.

## TOPICS COVERED

### Module 1:

- Personal Strategies
- Motivation
- Personal Preferences
- Professional Qualities And Competencies
- Decision Taking
- Problem Solving
- Developing An Action Plan

### Module 2:

- Management Styles
- Communication
- Managing Conflict
- Assertiveness
- Working in Teams
- Problem Solving
- Developing an Action Plan

### Module 3:

- Result Orientation
- Problem-Solving
- Basic Ideas on Time Management
- The Pareto Principle
- Stress Management
- Individualised Action Plan Through Coaching

## EXTRA NOTES

*An equivalent course is available in Arabic and French. Please call us for details.*