

# SELF-MANAGEMENT

## Introduction

Self-management refers to a combination of different behaviours that focus on how people manage themselves in their work and personal life.

There are a number of skills linked to effective self-management, such as taking responsibility, displaying initiative, remaining resilient, acting assertively, managing time optimally and being flexible.

A good understanding of self is critical for identifying areas of focus and development.



## Course Outcomes

Delegates will have a better understanding of:

- The definition of self-management and what it means on an individual level
- The role of motivation in self-management
- Awareness of own strengths, development areas, preferences and values
- Techniques for the maintenance and development of self-management
- The importance of goal setting
- How to create a personal development plan
- Steps required to enhance personal and professional wellbeing

## Booking

Please contact us;

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[training@academicadvance.co.za](mailto:training@academicadvance.co.za)

<http://www.academicadvance.co.za>

## Target Audience

Individuals who want to become self-aware, identify and build on strengths and development areas, and internalise the pillars of self-management in order to make meaningful choices and take ownership of their decisions.

## Course Duration

1 day

## Course Fee

R 1,250 VAT Incl.

R 750 (WHC Divisions)

## Venue

1<sup>st</sup> Floor Training Room, Wits Health Consortium (Pty) Ltd

8 Blackwood Avenue, Parktown, 2193

Special requests will be considered, subject to viability.