



SELF-MANAGEMENT

VENUE

Ground Floor Training Room
31 Princess of Wales Terrace
Parktown, Johannesburg, 2193

Courses are also offered in Durban on a regular basis.

On-site training for groups of 20 or more will be considered, subject to viability.

COURSE FEE

R 1,330 incl VAT(Non-WHC)
R 800 excl VAT(WHC Divisions)

COURSE DURATION

1 day (Start and end times may vary slightly, confirmation will be provided on registration)

BOOKING

Please contact us at:
+27 11 274 9256/9327/9200
training@academicadvance.co.za
<http://www.academicadvance.co.za>

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 OUTCOME

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

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.