

Managing yourself is one day of our 4 day program in management essentials. It is designed to help you achieve at a greater level. Its' major focuses are time management, stress management and taking initiative

- This workshop is designed for front line and middle managers who need to gain, supplement or refresh their skills
- Includes supply of management assessments. The implications of the assessments will be discussed as a part of the workshop
- This workshop is highly interactive, has role playing, discussion, video, assessments, templates with high take home value
- Each participant receives a comprehensive manual of our normal highest quality material

The Workshop

- 4 aspects of time management
- How not to prioritise
- Prioritising with organisational goals and the Pareto principle
- Distinguishing urgent and important issues
- Working with to - do lists
- Dealing with deadlines
- How to say no appropriately
- How to schedule your time
- How to do a time audit
- Time saving techniques – for phone, email
- Dealing with excessive paperwork
- Setting up systems of files
- Handling interruptions
- Taking initiative
- Taking ownership
- Thinking outside the box
- The planning cycle
- Understanding your management style
- Doing a personal SWOT analysis
- Moving from doing to managing
- Recognising what is stressing you
- Recognising stress symptoms
- Identifying workplace stressors
- Keeping a stress diary
- Self talk and performance
- Changing your self talk
- Self esteem and relationships cycle
- Changing your thinking patterns
- Building your stress resistance
- Stress relief techniques including laughter, leisure, breathing and muscle relaxation techniques