

# Managing yourself: self-leadership

the pathway to workplace effectiveness

Do you know people who have a clear sense of who they are, what they stand for and what they believe in? Who seem to know what they want from life and where they are headed; who can deal with the ups and downs along the way with seeming ease?

They also achieve their important goals each day and have time for recreation, family as well as work.

People like this seem destined for success. These are the personal skills of the effective leader and are vital to success in any workplace.

## Recommended for

Anyone who wants to be successful at work.

## Purpose of the program

Participants will understand their values and behavioural styles, and develop the attitude and skills needed to create and achieve goals, and using the tools provided, consistently perform at a high level in different work conditions.

## Program content

- Your vision for yourself and the values that drive you
- Understanding your behavioural style (DISC profile) and its impact on relationships and work.
- Emotional intelligence and the attitudes for achievement.
- Goal achievement – short and long term.
- Prioritising, time management and time wasting.
- Planning and scheduling – using the time management tools (Diary, Outlook etc.)
- Workload management
- Personalities, time and achievement
- Creating long-term goals and your professional development plan

## Learning outcomes

By the end of this program participants will have further developed:

- A clear vision for their purpose and selected values that drive them into the future.
- A clear understanding of their behavioural style (DISC profile) and its impact on time, relationships and work.
- Increased self-awareness and the capability to change and adopt the attitudes needed to manage themselves and their relationships with others.
- Personal self-management - the competence to set goals, prioritise and achieve each day.
- Create and follow their own weekly workplace plans and achieve their commitments.
- Their own professional development plan.

## Master the skills

This is a highly interactive and practical program. In the workshop, participants will use their own workplace situations to practice the skills and use the tools of effective self-management.

“Happiness is the progressive achievement of a worthy ideal or goal.” (Brian Tracy)

Discover it, learn it, practise it, make it your own  
***then do it for real!***

## Create your innovative workplace:

- Two-hour creativity taster for your team
- Half day and full day creativity and innovation workshops for workplaces
- Innovation leadership development
- Key note presentations and breakout workshops
- Innovation consulting – create an innovation culture in your organisation

Results through **INNOVATION**