

Managing Self

AUDIENCE

This course has been designed to meet the needs of modern managers who probably will have come from a technical or specialist background and now need to develop their general managerial skills and style further.

SUMMARY

This three and a half -day course aims to broaden an individual's perspective of themselves through the encouragement of personal self-awareness and the development of a more effective managerial style. The course also seeks to act as the catalyst for capable and ambitious managers, encouraging them to think more creatively about the demanding, and often complex, role of management. As a result of managing themselves more effectively they can expect to become more successful in influencing and, therefore, in managing others.

The course is conducted across three days. On each day a new, but related, theme is introduced.

Days one and two look at personal organisation and encourage participants to consider how they approach the planning and control of the multitude of tasks they face each day. In addition to ideas on how they might manage their time more effectively, participants are invited to produce an individual action plan to help them achieve better results.

Days two and three cover the presentation of ideas and include sessions on analysis, influencing, (both on a one-to-one and in a group situation) and communication techniques.

Days three and four focus on personal learning and career development. Participants complete a 'learning styles inventory' which will provide information about their preferred style of learning. Advice will be given about how they can, and should, take personal responsibility for their own development together with the importance and value of learning from mistakes.

COURSE AIMS

By the end of the course the participants will:

- *Have an understanding of the ways in which they can become more effective in their present role.*
- *Receive guidance on how to become more influential at work.*
- *Be able to exercise greater control over time and use it more constructively.*
- *Have the ability to manage others so as to reduce their negative impact on the lives of other people.*
- *Be able to improve working relationships both inside and outside of their teams.*
- *Understand how to manage themselves better, especially in stressful work situations.*
- *Understand how to take advantage of the multitude of learning opportunities.*
- *Appreciate the contributions others can make to their own personal development.*
- *Have developed a clear and specific personal action plan.*

- *Realise the importance of taking action to make things happen; being adaptable, flexible and responsive to meet the ever changing demands of organisations.*

WORK PLACE OUTCOMES

Knowledge gained from the course will give participants:

1. *Improved time management.*
2. *Increased efficiency when delivering their product or service.*
3. *Greater analytical skills when solving problems.*
4. *Increased confidence and competence when interacting with others.*
5. *The ability to be able to work towards 'win-win' outcomes.*

COURSE SESSIONS

- *Organising yourself by organising your manager*
- *Being clear about what counts – prioritisation*
- *Planning via deliverables*
- *How to avoid taking on problems that are not yours*
- *Presenting your case effectively*
- *Practical actions for managing your time*
- *Problem Analysis*
- *Transactional Analysis*
- *Meetings management*
- *Influencing*
- *Becoming an opportunist learner*
- *The four approaches to learning*
- *The JOHARI window*
- *Managing your career*
- *Action Planning & next Steps*

A full and detailed syllabus is available. Simply email us or visit our website to request further information. Alternatively call us on the number below.