Self-Management

This is the third part of the five-day Leadership series, designed to prepare organisational leaders to understand their roles, manage teams, use their time productively and manage stress in themselves and their staff.

Self-management skills help improve workplace performance by enabling us to set goals independently and take initiative to achieve them. In addition, people with good self-management skills increase their employability and better manage their career paths. This session explores skills such as planning, goal setting, time management and prioritising and helps participants to develop capabilities which help them excel in their work and careers.

What does this training cover?

➢ Achieving personal and professional mastery

➢ How to plan

➢ Developing goals and strategies

➢ Time-management and prioritising

➢ Exploring time-management systems

➢ Developing an individual time-management system

The Leadership Series includes the following sessions:

➢ **Day 1:** Understanding Leadership

➢ **Day 2:** Leading People

➢ **Day 3:** Self-Management

➢ **Day 4:** Key Business Skills

➢ **Day 5:** (Part 1) Developing Social Contracts; (Part 2) Psychological Safety

Who is this training for?

Managers, Supervisors, Coordinators, Project Managers and Team Leaders in social and community services, regional and local government organisations and small business.

9:15am-3:30pm

5 days $750 per person or $180 per day*

Morning tea and lunch provided

Group rates available

*(excludes GST)

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Training | Facilitation | Professional Development