

COURSE OVERVIEW

Self-Management

TIPTM-104



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Self-management is crucial in a business setting because it enables individuals to take responsibility for their time, tasks, and behaviour without constant supervision. By effectively managing priorities, meeting deadlines, and maintaining professionalism, employees demonstrate reliability and initiative qualities highly valued in any organisation.

This discipline not only boosts team productivity but also builds trust with managers and colleagues. Over time, strong self-management skills can lead to greater career advancement opportunities, as they signal leadership potential and readiness for increased responsibilities.

Module 1: Self-Management

To be successful in business, it is essential to understand how to manage and motivate yourself effectively before you can effectively manage others.

- Key skills
- Assessing your strengths and weaknesses
- Knowing your limitations
- Organising yourself for success

Suitable for:

All Managers, Team Leaders, Supervisors, and Employees seeking to improve personal performance and career development.

Skills achieved:

- Decisiveness (Basic)

Related Resources:

- Career Development Assessment
- Work-related stress Assessment
- Stress Reduction Assessment
- Performance Checklist
- Performance Improvement Plan Checklist

Benefits:

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

Estimated Time:

35 Minutes

Related Courses:

- Developing Self-Awareness
- Learning Styles
- Emotional Intelligence
- Personal Commitment
- Positive Mindset
- Defining Personal Goals
- Effective Time Management