



Time & Self-Management

Creative Strategies for Personal Mastery and Professional Credibility

► Training Details

Training Course Overview

High performing professionals are recognized by their expertise, hard work, and business acumen. By demonstrating behaviours that foster commitment and productivity they facilitate the collaborative alignment essential to organisational success. This Anderson training course develops those activities that establish the intrapersonal skills essential to self-mastery and the “inter personal” skills essential for the communication and influencing skills that underpin all management and leadership activities. By adding a range of problem solving and decision-making tools this five-day training course embeds a solution focused mindset and the creative resilience to overcome the ever-complex issues faced by organisations today.

Training Course Objectives

By attending this Anderson training course, delegates will be able to:

- Project themselves positively within the organisation
- Prioritize their activities that add value
- Recognise that leadership exists throughout at all levels in the organisation
- Communicate confidently to impact, influence and raise personal profile
- Develop strategies overcome personal team and organisational problems

Designed For

This Anderson training course is suitable for middle and senior managers who have responsibility for divisional or organizational success, as well as consultants and professionals who support them. For example:

- Aspiring professionals seeking career progression
- High potential candidates with fast track ambitions
- Coordinators, supervisors team leads seeking to perform more productively
- HR employees in consultative roles supporting others
- Managers rethinking their role and purpose

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Day One - Know and Master Yourself

- How well I am doing? A complete self-assessment of skills, qualities, habits and behaviours
- The power of the subconscious to change habits, achieve results and program yourself for success
- Emotional Intelligence - Overcoming ego in the workplace
- Developing true self-confidence, self-belief and self esteem
- Getting in the 'Flow' and leveraging the power of synchronicity

Day Two - Master the Time of your Life

- ▶ Clarifying Purpose, Vision, Mission and Values
- ▶ From dream to reality through strategies, plans and goals
- ▶ How to leverage your time and tasks as a leader
- ▶ The power of the weekly schedule
- ▶ Identifying and eliminating time wasting activities and habits
- ▶ Technology – being its master not its slave!

Day Three - Master your Communications

- ▶ The 4 main communication styles – recognizing yourself and others
- ▶ Being assertive, setting boundaries and taking control of your communication experience
- ▶ Personality types – 3 powerful models for understanding attitudes, behaviours and motivation
- ▶ Dealing with difficult people at work
- ▶ Giving a powerful, persuasive and professional public presentation

Day Four - Mastering Leadership

- ▶ Leadership Styles – what kind of leader are you?
- ▶ Empowering your team members
- ▶ Informal and formal coaching Skills
- ▶ Great ways to keep yourself and others motivated
- ▶ Creating a team that everyone wants to be part of

Day Five - Mastering your Brain Power

- ▶ Whole-Brain Leadership
- ▶ Bringing creativity and innovation into the daily workplace
- ▶ Running a creative team meeting
- ▶ Mind Mapping – How to use the 'Swiss Army Knife' for the Brain
- ▶ Making Intuitive and Logical Decisions

▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

Email: inhouse@anderson.ae

Anderson
Executive Development Centre

P.O Box 74589, Dubai, United Arab Emirates

Web: www.anderson.ae

Email: info@anderson.ae

Phone: +971 4 365 8363

Fax: +971 4 360 4759

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