

MANAGING SELF, TIME & STRESS



This customizable and fully reproducible skill-based workshop is designed for leaders/managers in the organization. This interactive program provide participants with an arsenal of practical tools - from self leadership, understanding behavioral styles, NLP stress management techniques, best practices and many more to give your leaders a leading edge!

Program Outcome:

- Develop strong personal leadership characteristics
 - - Instill self-discipline
- - Connecting to oneself and discover true motivation
 - - Managing time & setting priorities effectively
- - Keeping calm and objective in stressful situations
- Develop solid foundation for inter-personal skills
 - - 'Winning' and long term relationships
 - - Discover different personalities

Module 1: Personal Success & Effectiveness

- Success Principles - Do you have it?
- Success Paradigms - Unlocking Your Potential
- Success Process 1 - Response-Ability
- Success Process 2 - Working Smart & Winning Focus

Module 2: Be the Captain of Your Ship

- Developing Your 'Life Sentence'
- The Art of Goal Setting
- The Science of Goal Getting
- Aligning Personal & Professional Goals

Module 3: Time Management

- Managing Self & Time - Compass vs Clock
- The Art of Delegation
- Productivity - Getting More with Less

Module 4: Leading Self: Connecting with Your Staff

- Personality Profiling - Understanding Human Behaviors
- The Motivational Factors of Each Behaviors
- NLP Techniques for Quick Rapport Building
- Rapport Building with NLP Representational Systems

Module 5: Keeping Your Sanity with Stress Management

- Understanding Stress
- Stress & Health - Using Stress to Your Advantage
- Stress Measurement - How Stressful Are You?
- Strategies for Stress Management

Facilitator
K W Loke

Duration : 2 days