Skills
Course

SELF MANAGEMENT SKILLS

R 1,300 incl VAT (Non-WHC) R 840 excl VAT (WHC) Discounts apply to groups	Classroom based (available online May 2021)	1 day

Self-management refers to a combination of different behaviours that focus on how people manage themselves in their work and personal life. There are a number of skills linked to effective self-management, such as taking responsibility, displaying initiative, remaining resilient, acting assertively, managing time optimally and being flexible. A good understanding of self is critical for identifying areas of focus and development.

The course has 6 modules including a "Test your knowledge" at the end of each module:

- Introduction
- Module 1: What is Self-Management?
- Module 2: Develop Self-Awareness
- Module 3: Change the Way You Think
- Module 4: Set Goals
- Module 5: Prioritise
- Module 6: Create a Personal Development Plan

At the end of this course learners will have a better understanding of:

- self-management and what it means on an individual level,
- the role of motivation in self-management,
- awareness of own strengths, development areas, preferences, and values,
- techniques for the maintenance and development of self-management,
- the importance of goal setting,
- creating a personal development plan and steps required to enhance personal and professional wellbeing.

> "Self-management, therefore, is all about becoming your own leader by training your mental, physical, social and intellectual faculties in different ways." - Dr Prem Jagyasi

At the end of this course, learners will be expected to complete a final assessment:

- There are 50 multiple choice questions.
- The pass mark is 70%.
- Learners have unlimited attempts.
- A certificate will be issued on passing the assessment.

Individuals who want to become self-aware, identify and build on strengths and development areas, and internalise the pillars of self-management in order to make meaningful choices and take ownership of their decisions.

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