

HUMAN SKILLS COURSE OVERVIEW

Course Category:
Achieve Personal Mastery

Course Name:
Self-Leadership:
*Cultivate discipline
and achieve your
goals*



COURSE DURATION: 2 Days

Gauteng

3rd Floor, 34 Whiteley Road,
Melrose Arch
Johannesburg
2196

Gauteng


192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
Johannesburg
2160

Cape Town

1st floor, TBE, 3 Bridgeway,
Bridgeway Precinct,
Century City,
7411

Durban

9 Mountview Close
Broadlands
Mount Edgecombe
Durban
4302

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COURSE OVERVIEW

A course for young professionals who want to enhance their personal and professional skills.

The aim of this course is to help you develop self-leadership skills that will enable you to cope with the challenges and opportunities of modern life.

COURSE OBJECTIVES

By the end of this course, you will be able to:

1. Identify and manage your sources of stress and improve your well-being.
2. Plan and prioritise your tasks and goals and manage your time effectively.
3. Build resilience and adaptability to deal with change and uncertainty.
4. Communicate assertively and confidently and build positive relationships.
5. Apply self-reflection and feedback to enhance your learning and performance.

COURSE OUTLINE

Module 1: Introduction to self-leadership

- What is self-leadership?
- Why is it important?
- How can you assess your current level of self-leadership and set your learning goals?

Module 2: Self-management

- Plan, organize and prioritise tasks
- Manage your time and resources

Module 3: Communication skills

- What are the key elements of effective communication?
- How can you communicate assertively and confidently?
- How can you build rapport and trust with others?
- How to influence others through your choice of language

Module 4: Resilience and Anti-fragility

- What is resilience and why is it important?
- How can you develop and maintain resilience?
- What are some skills and habits that can help you bounce back from adversity?
- How to see adversity as an opportunity – Anti-fragility

Module 5: Working in a team environment

How to collaborate, cooperate and contribute to a shared goal

- How to give and receive feedback
- Setting boundaries and dealing with conflict
- How to support diversity and inclusion

Module 6: Stress management

- What are the causes and effects of stress?
- How can you recognize and cope with stress?
- What are some strategies and techniques to reduce and prevent stress?

Module 7: Problem solving and innovation

- The importance of having a founder's mindset
- How to analyse, evaluate and generate solutions to various challenges and issues that may arise in the workplace
- Use creativity, critical thinking and logic

Module 8: Presentation skills

- How to communicate your ideas effectively
- The importance of clarity
- The power of presence – how to exude confidence

DELIVERY METHOD

Our courses have flexible delivery options:

- In-person classroom training at the Impactful training facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally on-site at the client