



## **“EFFECTIVE SELF-MANAGEMENT” (2 X 4 HOURS)**

**Audience:** Whilst the content of this program is suitable for all team members this format is best suited to proprietors, managers, supervisors and team leaders. Recommended Minimum: 6, Maximum: 20.

**Venue:** An external training venue.

Effective management of 'self' is at the core of the both our individual success and our ability to lead a high performing team. Most people can perform positively and well when there is little pressure but the real test comes when there is a lot of pressure - either at work, or from the domestic environment, or both. Our own and our team members' responses to potentially stressful situations can make or break both us and the team and as a result, severely impact the business. The negative impact of stress is also huge in relation to the physical and emotional health of team members and impacts absenteeism significantly. It also significantly impacts their ability to relate positively to customers.

**“Effective Self-Management”** educates and empowers us to eliminate most of our stress through more rational thinking, to use our emotions to fuel us towards effective actions to resolve our distresses, and to respond positively and effectively no matter how challenging the situation. It is aimed at managers and supervisors improving their own self-management as well the management of their teams.

It is a very practical workshop utilising some of the latest technologies in mind power and is accompanied by a very comprehensive workbook containing numerous self-discovery activities and highly useful reference material.

### **Topics Covered**

- Understanding stress
- The 'point of power' and the 'point of resolution' of stress
- Rational and irrational thinking and rationalisation
- 15 types of thought distortions that lead to excessive stress
- The power of being in the present
- Thought editing strategies including positive affirmations
- The effect of postural changes on thinking
- The importance of balance, relaxation, sleep and meditation
- The power of visualisation

Participants in this program need to complete both sessions in order to get the maximum positive impact. This program is also available in a team building format as a

tool for enhancing the performance of individual team members and the team as a whole.