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Certified Company



09-AUG-17

Effective Self Management

25 - 29 Dec 2017, **Kuala Lumpur**

18 - 22 Jun 2018, **Dublin**

13 - 17 Aug 2018, **Frankfurt**

17 - 21 Dec 2018, **Kuala Lumpur**



The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for re-certification credit.



United Nations
Global Compact

Effective Self Management

Why Choose this Training Course?

This course will aim to encourage individuals to evaluate and monitor their energy, attitude and priority in relation to their personal and organisational visions and goals. It will empower individuals for a more effective self-management and equip them with the knowledge and skills needed to optimise their performances which are essential for personal success and corporate accomplishment.

Effective self-management will enable individuals to develop the needed disciplines that help bridge the gaps between goals and accomplishment. High achievers are people who have learned to effectively manage themselves, tapping on all resources available to motivate themselves toward the fulfilment of their fullest potentials.

This AZTech training course will feature:

- Identification of your emotional blind spot to reduce conflict and stress
- How to optimise your health and energy to fulfill your goals
- Achieving a balance between work, family and rest
- Managing emotions, and develop empathic attunement to build strong relationships
- How to consolidate values, strengthen principles, and prioritise your goals

Who is this Training Course for?

The course is designed for anyone who desires to optimise the fulfilment of their goals to achieve greater sense of accomplishment and to those who desires to cultivate and incorporate best values in their work and family commitments. Likewise, this course is appropriate for those who wish to employ holistic approach in enhancing self-management for both work accomplishment and satisfaction.

This AZTech training course is suitable to a wide range of professionals but will greatly benefit:

- Team members
- Supervisors
- Management professionals
- Delegates of any sector of industry and/or business

How will this Training Course be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This course is interactive and challenges one to think.

The tutor will guide and facilitate learning, using proven techniques, direct input, discussions, case studies, exercises, and video to enhance learning. It will provide discussion and activities designed to promote skill building via interaction among participants. Activities and work on examples and role-playing will be used to highlight concepts taught and allow participants to practice skills to be learned from this course.



Course Schedule:

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What are the Goals?

By the end of this AZTech training course, participants will be able to:

- Develop a greater sense of integrity and strength to accomplish goals
- Build a healthier self-concept to manage issues and events
- Develop strategy towards a greater time-task productivity
- Manage stress more effectively and efficiently
- Cultivate greater flexibility contributing toward an effective self-managed team



THE COURSE CONTENT

DAY ONE:

The Essentials of Self-Integrity

- Gaining self-awareness
- The mind-body connection
- Managing your physical energy
- The brain-heart-gut connection
- Cultivating good personal habits
- Understand your learning style

DAY TWO:

Towards a Better Self-Concept

- Understand the life stages of human development
- Understand and manage our behaviours
- Passive, aggressive, and assertive behaviour
- Filters of experience
- Basic principles of life
- How to revitalise yourself from within

DAY THREE:

Increasing Your Time-Task Productivity

- Setting priorities
- Time management techniques
- Improving decision making
- Overcoming decision fatigue
- Values-based motivations
- Building an internal locus of control

DAY FOUR:

Leading with Ease and Competency

- Developing empathic attunement
- Building trust and a culture of safety
- Capitalizing stress in the workplace
- Stress defusing techniques
- Getting people behind your ideas

DAY FIVE:

Achieving Cohesiveness in Self-Management

- Highly motivated self-managed team
- Achieving high performance with cultural agility
- Resolving conflicts effectively
- Making impact with appropriate leadership styles
- Weapons of influence
- Action plan

The Certificate

AZTech Certificate of Completion for delegates who attend and complete the course.

Effective Self Management

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

Date	Venue	Fees(USD)	Book your seat
25 - 29 Dec 2017	Kuala Lumpur	\$4,950	Register Now
18 - 22 Jun 2018	Dublin	\$4,950	Register Now
13 - 17 Aug 2018	Frankfurt	\$4,950	Register Now
17 - 21 Dec 2018	Kuala Lumpur	\$4,950	Register Now

This fee is inclusive of Documentation, Lunch and Refreshments

REGISTRATION DETAILS

Family Name: _____ First Name: _____

Position: _____ Company: _____

Mailing Address: _____

Telephone: _____ Mobile: _____ Fax: _____ Email: _____

AUTHORISATION

Authorised by: _____ Position: _____

Telephone: _____ Fax: _____ Email: _____

Postal Address: _____

MODE OF PAYMENT

- Please invoice my company Please invoice me Please find enclosed a cheque payable to AZTECH

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least **3 weeks prior** to the commencement of the course.

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the instructor at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

DOWNLOAD TRAINING PLAN 2018



Scan this code with your smart phone to download Training Plan 2018

Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.

4 WAYS TO REGISTER

Toll Free: 800-AZTECH
Telephone: +971 4 427 5400
Fax Number: +971 4 427 5401
Email Address: info@aztechtraining.com
Visit our website: www.aztechtraining.com

CERTIFICATION

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