



## **Workshop on Effective Self-Management**

January 17 – 21, 2022, 1<sup>st</sup> Run: Lagos & Abuja  
 July 18 – 22, 2022, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N180, 000 per Participant

**For online:** Delivery via Zoom

Time: 9am – 4:00pm everyday

**Online course fee:** N150, 000 per Participant

**Available for In-plant Training**

**USD Equivalent for foreign  
Participants**

### **Program Overview:**

Self-management skills are those abilities that allow an individual to feel more productive when doing daily routine regardless of the working environment. Well-developed self-management skills will help you efficiently communicate with co-workers, management and customers, make right decisions, plan your working time, and keep your body healthy. This program is designed to help participants evaluate and monitor their energy, attitude and priority in relation to their personal and organizational visions and goals. It will help them to be a more effective and equip them with the knowledge and skills needed to optimize 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.

### **For whom:**

This program is designed for managers, executives and others who desire to optimize the fulfillment 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. Also, this course is appropriate for those who wish to employ holistic approach in enhancing self-management for both work accomplishment and satisfaction.

### **Learning objectives:**

At the end of the 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 greater time-task productivity
- Manage stress more effectively and efficiently
- Cultivate greater flexibility contributing toward an effective self-managed team

### **Course outline:**

#### **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 revitalize 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
- Managing 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

**Training Methodology**

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

**LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor,  
23, Acme Road, Ogba, Industrial Scheme,  
Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05,  
E. Ekukinam Street, Utako District, Abuja

3 – Pakiri Hotel, 4 Okwuruola Street,  
Off Stadium Road, Rumuola, Port Harcourt

**Open Course Fee: N180, 000**

**In-plant Fee Negotiable**

**WORKSHOP FEE:**

N180, 000 per participant, VAT –N13, 500.

Note: this covers Workshop Fee, Tea/coffee break, Lunch,  
course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8145745664, 234-8184727337  
24/7 Lines: 234-8068933608, 234-8029170491 & 234-8051365946**