

# MANAGING YOURSELF SUCCESSFULLY

## Rationale

High-performance management begins with effective and efficient self-management. A manager needs to first manage himself well before managing others. He is in a better position to get things done through others when he himself is well-managed. Enhancing self-esteem is the first step towards effective self-management. Managers must be empowered from within to produce quality work. Self-empowered managers tend to be productive, creative, proactive and cooperative. Many managers often misuse or underutilize their time which is a valuable and scarce resource. Hence, managers must learn to get more accomplished in relatively less time. Managers inevitably experience stress at work. Excessive stress can cause adverse strain on one's emotions, thought processes and physical condition. Thus, managers must learn to cope effectively with stress on the job.

## Objectives

At the end of the workshop, participants should be able to:

1. Assess their overall level of self-esteem.
2. Identify their major strengths and weaknesses.
3. List the five main steps in enhancing self-esteem.
4. State at least ten guidelines on enhancing self-esteem.
5. Identify their major time wasters and possible solutions.
6. State at least ten guidelines for managing time successfully.
7. Identify their major stressors.
8. Explain at least five effective ways of managing stress.

## Content

1. Nature of self-esteem
2. Enhancing self-esteem
3. Creating a positive self-image
4. Taking charge of your life
5. Managing time successfully
6. Managing stress on the job

## Methodology

Interactive lectures, exercises, group discussions, role plays, video presentation and personal competence questionnaire

## Duration

2 days

## Target Group

Managers and those about to be promoted to managerial positions

## Facilitator

Dr. Ranjit Singh Malhi