

HUMAN SKILLS COURSE OVERVIEW

Course Category:
Achieve Personal
Leadership Mastery

Course Name: Self-
Leadership:
*Harness personal
mastery for leadership
excellence*



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

This course is designed to equip participants with the skills and mindset required for self-leadership, a critical foundation for achieving leadership excellence. By mastering self-leadership, participants will enhance their ability to lead with authenticity, resilience, and effectiveness, thereby fostering a positive impact on their teams and organizations.

COURSE OBJECTIVES

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

1. Understand the principles and significance of self-leadership in personal and professional contexts.
2. Develop self-awareness and emotional intelligence to improve interpersonal relationships and leadership impact.
3. Learn and apply goal-setting and achievement strategies.
4. Build resilience and adaptability to navigate challenges and uncertainties.
5. Enhance decision-making and problem-solving skills.
6. Cultivate a proactive mindset for continuous personal and professional growth.

COURSE OUTLINE

Module 1: Foundations of Self-Leadership

- Understanding Self-Leadership
 - Definition and importance of self-leadership
 - The connection between self-leadership and overall leadership effectiveness
- Key Traits of Self-Leaders
 - Characteristics and behaviours of successful self-leaders
 - Examples of renowned leaders who exhibit strong self-leadership
- How can you assess your current level of self-leadership and set your learning goals?

Module 2: Developing Self-Awareness

- Self-Assessment Techniques
 - Tools and methods for self-reflection and assessment
 - Identifying personal strengths, weaknesses, values, and beliefs
- Enhancing Self-Awareness
 - Practices to increase self-awareness
 - The role of self-awareness in effective leadership

Module 3: Emotional Intelligence and Leadership

- Components of Emotional Intelligence
 - Self-awareness, self-regulation, motivation, empathy, and social skills
 - The impact of emotional intelligence on leadership effectiveness
- Improving Emotional Intelligence
 - Strategies to develop and enhance emotional intelligence
 - Practical exercises and activities

Module 4: Goal Setting and Achievement

- SMART Goals
 - Setting Specific, Measurable, Achievable, Relevant, and Time-bound goals
 - Aligning goals with personal values and professional objectives
- Action Planning
 - Creating actionable steps and timelines to achieve goals
 - Overcoming obstacles and maintaining motivation

Module 5: Building Resilience and Adaptability

- Understanding Resilience
 - The importance of resilience in leadership and personal development
 - Techniques to build and strengthen resilience
- Adaptability in Leadership
 - Embracing and managing change effectively
 - Developing a growth mindset and flexibility

Module 6: Enhancing Decision-Making Skills

- Effective Decision-Making Processes
 - Analysing decision-making processes and recognizing biases
 - Tools and techniques for making informed and confident decisions
- Problem-Solving Strategies
 - Identifying and solving problems efficiently
 - Encouraging creative and critical thinking in problem-solving

Module 7: Cultivating a Proactive Mindset

- Proactivity vs. Reactivity
 - Understanding the difference between proactive and reactive behaviours
 - Benefits of a proactive approach in leadership and personal development
- Developing Proactive Habits
 - Strategies to foster proactive thinking and behaviour
 - Creating routines and practices that support proactive leadership

Module 8: Integrating Self-Leadership into Daily Life

- Practical Application
 - Implementing self-leadership practices in daily routines
 - Continuous self-improvement and lifelong learning.
- Sustaining Momentum
 - Maintaining motivation and commitment to self-leadership

Strategies for long-term personal and professional growth

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