



ADMINISTRATION AND SECRETARIAL

Effective Self Management

Course code: AS-003

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Effective self-management is essential for improving productivity, maintaining focus, managing stress, and achieving both personal and professional goals. This course helps participants understand how to prioritize responsibilities, enhance time management skills, develop self-discipline, and improve overall performance through practical techniques and strategies.

Why Attend

The course uses a highly interactive approach including presentations, practical exercises, individual assessments, group discussions, role plays, case studies, self-reflection activities, and action planning to ensure participants can apply the concepts in real workplace situations.

Who Should Attend

Supervisors and team leaders
Managers and professionals
Administrative staff
Employees seeking personal and professional growth
Individuals aiming to improve productivity and effectiveness

— Learning Objectives

- Understand the principles and importance of self-management
- Improve time management and prioritization skills
- Develop self-awareness and emotional intelligence
- Enhance communication and interpersonal effectiveness
- Build self-discipline and accountability
- Manage stress and maintain work-life balance
- Create personal development and performance improvement plans

— Course Outline

DAY
1

Foundations of Effective Self-Management

- Understanding self-management concepts and importance
- Self-awareness and personal effectiveness assessment
- Identifying strengths and improvement areas
- Building positive habits and mindset

DAY
2

Time Management and Priority Setting

- Managing time effectively
- Identifying time wasters
- Prioritization techniques and planning tools
- Goal setting and action planning

DAY
3

Emotional Intelligence and Communication Skills

- Understanding emotional intelligence
- Managing emotions effectively
- Improving interpersonal communication
- Building positive workplace relationships

DAY
4

Stress Management and Work-Life Balance

- Understanding workplace stress factors
- Stress management techniques
- Building resilience and adaptability
- Achieving work-life balance

DAY
5

Personal Development and Performance Improvement

- Building self-discipline and accountability
- Decision-making and problem-solving techniques
- Developing personal growth strategies
- Creating an individual action plan for continuous improvement

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Madrid - Spain	€2,125
12 - 16 October 2026	Geneva - Switzerland	€2,625
9 - 13 November 2026	Istanbul - Türkiye	€1,425
16 - 20 November 2026	Kuala Lumpur - Malaysia	€1,400
7 - 11 December 2026	Amsterdam - Netherlands	€2,125
14 - 18 December 2026	London - United Kingdom	€2,100
21 - 25 December 2026	Kuala Lumpur - Malaysia	€1,400
4 - 8 January 2027	Amsterdam - Netherlands	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.