



ACHIEVE MORE THROUGH SELF-MANAGEMENT

Details

Duration: 2 Days

Region & Dates

Dublin: March 26, 27, 2019

Time:
9.30 am– 5.00 pm

Venue:
Ibec
84-86 Lower Baggot Street
Dublin 2

Cost:
Ibec member: €800
Non-member rate: €900

Programme Overview:

This programme is designed to enable participants to achieve more by helping them identify the right things to do in the right order of priority and how to carry them out efficiently.

Programme Outcomes:

On completion of this programme, participants will be able:

- Become more focused
- Improve your productivity
- Feel in control of your work and your own agenda.
- Be more self-fulfilled.
- Achieve more in less time.
- Be more successful

Approach:

The approach of this 2-day workshop will be highly interactive and practical. There will be a focus on concrete actions that participants can implement straightaway. A flexible approach will be used throughout and priority will be given to the interests and learning of the group.

Who Should Attend?

This programme is designed for anyone who wants to be more successful in their role.

It is particularly useful for those in new roles, those aspiring to the next level or those who want the opportunity to rethink their current role.



Programme Schedule:

Putting First Things First

- Understanding the value of time
- Using the 80/20 Rule to your advantage
- Distinguishing between Urgent and Important items

Goal Setting and Goal Achievement

- Prioritisation.
- Meaningful goals and how to set them
- The process of goal achievement
- Measurement and tracking

Personal Organisation and Management of Self

- Planning and managing commitments
- Being efficient and avoiding distractions
- Delegating and empowering those around you

Developing Positivity to Drive Performance

- Understanding your self-image
- Utilising affirmations and visualization
- Building accomplishments

Contact:

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