

# Self-Management Training

Certain personality traits, e. g. sovereignty and leadership competence, usually form and strengthen only during a career. In this regard, **Self-Management** is an essential precondition for finding one's own way in (professional) life and develop as a **personality**.

## Self-Management is more than just Time Management

On this way to success, **self-determination** is extremely important; this requires willpower, time and energy. However, these efforts should not result in stress and overwork. A sustained handling of one's personal resources by a well-balanced **work-life balance**, as well as a healthy lifestyle are prerequisites for living a productive and satisfied life.

## Training and feedback by a senior expert

After many years in industrial leadership positions I have a rich treasure trove of leadership experience with a pronounced reference to the topic of **Self-Management**. On this basis, leadership personnel learns in my **practice oriented two-days training classes** to make more of their career opportunities. In doing so, the importance of feedback is emphasized.

## Building blocks for your efficiency

**The seminar TIME AND RESOURCE MANAGEMENT** deals with the subjects of mostly the greatest need for action: lack of time, personal overload, and stress symptoms.

**The seminar CHANGE MANAGEMENT** follows up on the search for meaning in the job: Where am I? What can and should I change? How can I reach the highest satisfaction?

**The seminar CAREER MANAGEMENT** analyzes professional development and success criteria. Motivation, goals and personnel management are among the topics.

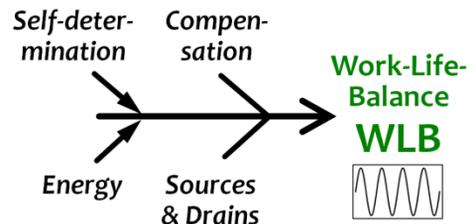


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# Self-Management Training

## Main focus of the seminar:

Resilience / resource management;  
 Comfort zone / change management;  
 Personality development / career management;  
 Time management, sports, healthcare *and more*



## Accomplishment:

Training of the learning objectives in your facilities or in external locations includes many active elements and is supported by comprehensive training material. Participants are picked up where they stand. Each training class takes two days, and the topics can be combined to your needs. If you wish for other formats and contents – no problem!

## Target group and number of participants:

The seminar blocks are suitable for prospective, middle and upper management. The optimal seminar group consists of 4 to 10 participants, however, smaller or larger attendance as well as individual training is also feasible.

## From the content:

### TIME AND RESOURCE MANAGEMENT

*time thieves and priority setting  
 e-mail, telephone and meetings  
 use of common sense*

*stress, flow and work-life balance  
 diet, sports and healthy sleep  
 Eisenhower and Pareto principle ...*

### CHANGE MANAGEMENT

*outside the comfort zone  
 feedback and Johari window  
 Circle of Competence*

*change processes in corporations  
 unclutter your life  
 entrepreneurship and alternatives ...*

### CAREER MANAGEMENT

*motivation and willpower  
 appearance and body language  
 personnel management*

*manager or leader?  
 career success formula  
 time as an expat ...*

**You want more information, or you want to book a seminar?**

**Please write or call:**