

Managing yourself

Objectives:

Apply what you learn during and after this module and you will be able to...

1. Improve effectiveness by taking more control over your personal development.
2. Save, and make better use of your time, plan better, and handle interruptions skilfully.
3. Identify, and reduce the harmful effects of stress in yourself and others.
4. Build upon what you consider to be your strengths, and work on current weaker areas.
5. Consciously plan and genuinely manage your career, and be ready for the next big step.
6. Identify those who can make a significant contribution to your future career – and use them!

During the module we will work on questions like these:

What sort of person are you - what are your strengths and personal qualities?

What can you do well? What skills have you developed, and what knowledge have you acquired?

Are there any imperfections? What are your priority development needs?

Who do you admire for their ability to manage themselves, and who needs to work on this?

What questions do you have, or issues to raise? How best can we meet your needs?

What can you do better now than a year ago, and how did you develop these skills?

How can you make getting better at your job less of an accidental process?

How do you spend your time? How can you plan this better? When are you at your most effective?

Who and what steals your time, and what can you do about this?

What is stress, what stresses you, what are the effects of this, and what can be done about it?

What are the symptoms and causes of stress? What do you see in others – and yourself?

Who can you learn from? Are you doing this consciously? How could you improve this?

What opportunities will your real world offer you to develop your ability to manage yourself?

To what degree have you managed your career, and just how much has been accidental?

What is your 'vision of success'? How well can you describe your realistic, best future life position?

What makes you employable, and what will help you get the next job? What is that next ideal job?

How ready are you to make the next step in your career? Who can help? How will you ensure they do?

What will you do differently and better as a result of this? What will be your first step?
