Training Course on Leading Yourself

Professional Development Training Course Outline

Category	Development	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

This intensive training course, **Leading Yourself**, is designed to empower individuals to cultivate profound **self-awareness**, develop robust **self-management** skills, and ultimately achieve greater **personal leadership**. Participants will embark on a transformative journey of **introspection**, learning practical techniques to understand their values, strengths, and limitations. By mastering **emotional intelligence** and developing effective **goal-setting** strategies, individuals will gain the capacity to navigate challenges with resilience and drive their own success. This program emphasizes the importance of **mindset development** and the cultivation of **positive habits** that foster both personal and professional growth. Through experiential learning and practical application, participants will emerge with enhanced **self-confidence** and the ability to lead themselves effectively towards their aspirations.

The ability to lead oneself is the foundational cornerstone of all successful leadership. This course delves into the critical aspects of **personal accountability**, enabling participants to take ownership of their actions and outcomes. We explore the power of **effective communication** with oneself, fostering clarity and purpose. Participants will learn to manage their **time and energy** efficiently, prioritizing tasks and maintaining a healthy work-life balance. Furthermore, the course addresses the significance of **continuous learning** and adaptability in today's dynamic environment. By focusing on building **self-discipline** and fostering a **growth mindset**, individuals will develop the inner compass necessary to navigate complexity and lead themselves with intention and integrity, paving the way for greater influence and impact in all areas of their lives.

Programme Curriculum

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Course Duration

5 days

Course Objectives

1. Develop a heightened sense of **self-awareness** to understand personal values, beliefs, and motivations.
2. Master techniques for effective **self-management**, including time management and prioritization.
3. Enhance **emotional intelligence** to better understand and manage personal emotions and their impact.
4. Establish clear and achievable **goal-setting** frameworks for personal and professional growth.
5. Cultivate a **growth mindset** that embraces challenges and fosters continuous learning.
6. Improve **self-confidence** and belief in one's own capabilities and potential.
7. Develop strategies for building **resilience** and effectively navigating setbacks and adversity.
8. Enhance **personal accountability** and ownership of actions and outcomes.
9. Improve internal **communication skills** for greater self-reflection and clarity of thought.
10. Optimize **time and energy management** to increase productivity and well-being.
11. Foster the development of **positive habits** that support personal and professional effectiveness.
12. Understand the principles of **mindfulness** and their application to self-leadership.
13. Create a personal **action plan** for ongoing self-development and leadership.

Organizational Benefits

- Increased employee **engagement** and motivation.
- Improved **productivity** and efficiency across teams.
- Enhanced **self-reliance** and reduced dependency on direct supervision.
- Stronger **internal communication** and collaboration.
- A more **proactive** and solution-oriented workforce.
- Development of a foundation for future **leadership development**.
- Reduced **stress** and improved employee well-being.

- A culture of **continuous improvement** and personal growth.

Target Participants

1. Individuals seeking to enhance their **personal effectiveness**.
2. Professionals aiming to improve their **self-management capabilities**.
3. Aspiring leaders looking to build a strong **foundation of self-leadership**.
4. Team members who want to take greater **ownership and accountability**.
5. Anyone interested in increasing their **self-awareness and emotional intelligence**.
6. Individuals seeking strategies for **managing stress and improving well-being**.
7. Employees who want to develop a **growth mindset and continuous learning**.
8. Anyone committed to **personal growth and achieving their full potential**.

Course Outline

Module 1: The Foundations of Self-Leadership

- Defining self-leadership and its importance in personal and professional life.
- Exploring the key principles and dimensions of leading yourself effectively.
- Understanding the link between self-leadership and overall leadership effectiveness.
- Identifying personal leadership strengths and areas for development through self-assessment.
- Establishing a personal vision and its role in guiding self-leadership efforts.

Module 2: Cultivating Self-Awareness and Emotional Intelligence

- Exploring different facets of self-awareness: values, beliefs, strengths, and weaknesses.
- Developing techniques for enhancing self-reflection and introspection.
- Understanding the five components of emotional intelligence: self-awareness, self-regulation, motivation, empathy, and social skills.
- Learning practical strategies for managing personal emotions effectively.
- Recognizing and understanding the emotions of others and their impact on interactions.

Module 3: Mastering Self-Management and Goal Setting

- Implementing effective time management techniques and prioritization strategies.
- Developing strategies for managing energy levels and maintaining focus.
- Understanding the principles of effective goal setting using SMART criteria.
- Breaking down large goals into smaller, manageable steps and action plans.
- Developing self-discipline and strategies for overcoming procrastination.

Module 4: Developing a Growth Mindset and Resilience

- Understanding the difference between a fixed and a growth mindset.
- Cultivating a growth mindset through reframing challenges and embracing learning.
- Building resilience to bounce back from setbacks and adversity.
- Developing coping mechanisms for managing stress and pressure.
- Learning from failures and using them as opportunities for growth.

Module 5: Enhancing Personal Accountability and Responsibility

- Understanding the importance of taking ownership of actions and outcomes.
- Developing strategies for increasing personal accountability in different areas of life.
- Learning to identify and address personal blind spots and limitations.
- Building trust and credibility through reliable and responsible behavior.

- Practicing self-reflection to analyze personal contributions and areas for improvement.

Module 6: Improving Internal Communication and Self-Talk

- Understanding the power of internal dialogue and its impact on thoughts and behaviors.
- Identifying negative self-talk patterns and learning to reframe them positively.
- Developing techniques for clear and constructive communication with oneself.
- Using visualization and affirmations to reinforce positive beliefs and goals.
- Practicing mindfulness to enhance self-awareness and manage internal noise.

Module 7: Building Positive Habits and Routines

- Understanding the science behind habit formation and change.
- Identifying keystone habits that can have a positive ripple effect.
- Developing strategies for establishing and maintaining new, positive habits.
- Breaking down unwanted habits and replacing them with more effective ones.
- Creating supportive routines that promote well-being and productivity.

Module 8: Creating a Personal Leadership Action Plan

- Reviewing key learnings and insights gained throughout the training.
- Identifying specific personal leadership goals and desired outcomes.
- Developing a personalized action plan with concrete steps and timelines.
- Identifying resources and support systems for ongoing self-development.
- Establishing mechanisms for self-monitoring, evaluation, and continuous improvement.

Training Methodology

This training course will utilize a highly interactive and experiential learning approach, incorporating a blend of:

- **Interactive Lectures:** Providing foundational knowledge and key concepts.
- **Group Discussions:** Facilitating peer learning and sharing of experiences.
- **Individual Reflection Exercises:** Encouraging introspection and self-discovery.
- **Case Studies:** Applying concepts to real-world scenarios.
- **Role-Playing Activities:** Practicing new skills in a safe environment.
- **Self-Assessment Tools:** Providing insights into personal strengths and areas for development.
- **Action Planning Sessions:** Guiding participants in creating personalized development plans.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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