Training Course on Managing Self and Leading Others

Professional Development Training Course Outline

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

Course Introduction

In today’s rapidly evolving professional landscape, the ability to effectively manage oneself and lead others is a vital skill for individuals at all levels. Training Course on Managing Self and Leading Others is designed to empower professionals, managers, and aspiring leaders to build self-awareness, develop emotional intelligence, strengthen communication, and lead high-performing teams. Using real-world scenarios, psychological frameworks, and performance coaching tools, this course will help participants grow into confident, ethical, and transformational leaders.

This dynamic training integrates the latest trends in leadership development, personal growth, emotional intelligence, and agile leadership. Learners will gain mastery over essential leadership principles including conflict resolution, decision-making, time management, and people-centric leadership. Whether you're a team leader, entrepreneur, or corporate executive, this course will equip you with strategic insight and actionable skills to thrive in both individual and team settings.

Programme Curriculum

Training Course on Managing Self and Leading Others

Introduction

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Course Objectives

1. Master self-awareness and emotional intelligence for better leadership.
2. Enhance personal productivity and time management techniques.
3. Strengthen critical thinking and decision-making capabilities.
4. Apply adaptive leadership principles to lead in dynamic environments.
5. Foster inclusive leadership and build a psychologically safe workplace.
6. Understand the power of empathy and active listening in leadership.
7. Cultivate resilience and a growth mindset during change.
8. Implement effective team-building strategies for collaboration.
9. Navigate conflict resolution using practical communication models.
10. Promote ethical leadership and integrity-driven decision-making.
11. Leverage feedback for continuous personal and team development.
12. Manage remote and hybrid teams with virtual leadership tools.
13. Build strategic vision and align team goals for peak performance.

Target Audience:

1. Team Leaders & Supervisors
2. Mid-Level Managers
3. HR Professionals
4. Entrepreneurs & Founders
5. Project Managers
6. Remote Team Managers
7. Nonprofit Leaders
8. Graduate Students in Leadership Studies

Course Duration: 5 days

Course Modules

Module 1: Self-Awareness and Emotional Intelligence

- Define self-leadership and emotional intelligence
- Identify personal strengths and blind spots
- Understand emotional triggers and responses
- Use mindfulness for self-regulation

- Apply EQ in daily leadership interactions

Module 2: Time Management & Personal Effectiveness

- Analyze productivity blockers
- Create time prioritization frameworks
- Use digital tools to manage tasks
- Delegate effectively for performance
- Set SMART goals for work-life balance

Module 3: Leadership Communication Essentials

- Communicate with clarity and confidence
- Use active listening for understanding
- Handle difficult conversations with tact
- Influence others through storytelling
- Align communication with leadership values

Module 4: Decision-Making & Critical Thinking

- Understand biases in decision-making
- Practice structured problem-solving models
- Explore real-time decision frameworks
- Use SWOT analysis for better decisions
- Build confidence in leadership choices

Module 5: Building & Leading High-Performance Teams

- Identify team roles and dynamics
- Cultivate psychological safety
- Implement feedback loops for growth
- Celebrate wins and recognize contributions
- Encourage collaboration and shared purpose

Module 6: Managing Change & Building Resilience

- Explore personal change readiness
- Lead others through organizational change
- Handle resistance to change with empathy
- Build a culture of adaptability
- Develop personal resilience plans

Module 7: Inclusive and Ethical Leadership

- Understand unconscious bias and inclusion
- Model ethical decision-making
- Promote diversity in leadership spaces
- Align actions with core values
- Create a culture of accountability

Module 8: Virtual Leadership & Future-Ready Skills

- Navigate digital collaboration tools
- Motivate remote and hybrid teams
- Manage digital fatigue and burnout
- Set expectations in virtual environments
- Stay agile with emerging leadership trends

Training Methodology

- Interactive instructor-led workshops
- Group discussions and peer feedback
- Case studies and real-life scenarios
- Self-assessment tools and leadership journals
- Action planning and goal setting

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

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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