

# You're In Charge

## Manage Yourself For Maximum Effect

### What's in it for you?

We work in an increasingly pressurised environment where your ability to manage yourself effectively is called upon constantly. The key to this is understanding your own strengths and weaknesses and taking command of your own behaviours and working practices.

### What you will get out of it

By attending the course you will:

- Recognise your personal strengths and how and when to use them for maximum effect.
- Set priorities and plan to make better use of time.
- Effectively organise your pattern of working.
- Develop ways of solving problems and taking action.
- Learn how to avoid the trap of over-complicating decisions.

### Key Themes

- Personal style, behaviour and impact.
- Using your strengths to 'get to yes' quickly.
- Identifying and dealing with 'time wasters'.
- Managing your work activities, setting priorities and planning workloads.
- Being proactive: how to make things happen, rather than wait for things to happen.
- Problem solving – key techniques and approaches.

### What's Involved

The course provides you with a fast-paced exercise where you will be immersed in lots of exercises aimed at helping you to build a profile of your personal effectiveness and use it to improve the way you manage your work activities. The course uses practical case studies and work-based scenarios to help you prioritise key skills. Tutor inputs and feedback are structured around each session.

**“Insecure Managers create complexity”**

JACK WELCH