

Self-Leadership & Self-Management

„Before you lead and manage others, lead and manage yourself“

- ▶ Take control over your own decisions
- ▶ Base yourself on your personal values, goals and align them with company priorities
- ▶ Detect your own strengths and improve your personal self-management strategy



Mag.
Ulrich Schubert

Benefits

Through this training you will be able to manage yourself much better than before. It increases the efficiency of your work and improves your success. The balance between professional issues and private-life will be easier and fun will be increased.

Key Content

Participants will be provided with the necessary awareness, skills and tools to take control over their own decisions. They will be based on their personal values, goals and priorities and will be enabled to align these with the values, goals and priorities of their company or organization. As participant you will be enabled as well to detect your own strengths and opportunities to grow, your time wasting habits and stress reaction. You will be motivated to improve your personal self-management strategy.

Further Content

Self-Leadership

- Values
- Priorities and Goals

Self-Management

- Personal Work-Life-balance
- Time Management
- Stress Management

Action-Plan

- Formulate development goals
- Develop personal strategy
- Anticipate obstacles

Training-Methods

In general, interactivity, active experience and learning by doing constitute the core methodology of this training course. Theoretical inputs will always be put into practice immediately.

The **first part of this training** will concentrate on the aspect of Self-Leadership. Introspection, visualization and individual analysis of values, priorities and goals will constitute the core methodology of this section.

The **second part** will focus on active Self-Management and will work with different tools and techniques for self-, time- and stress management, always immediately applying them to their personal situation. Case studies and role-plays will constitute an important function here.

In the **third part of the training** "Action planning" participants will be coached to work on personal improvement plans and strategies. The formulation of attractive goals and the sharing between participants will serve to create strong commitment for implementing the plan and being open to future change and adaptations.

Your Trainer

Mag. Ulrich Schubert studied psychology at the University of Vienna and business administration and the Vienna Business School (WU-Wien). He received further education as a business coach and is certified by the EASC (European Association for Supervision & Coaching).

Ulrich was working as a project manager in the field of market research (Karmasin Motivforschung, Acziona QMC) for eight years before fully focusing on management training.

He has been training professionals and accompanying them in their professional and personal growth for more than 10 years and works for multinationals (e.g. Siemens, XEROX, Stepstone Group) as well as for NGOs and public organisations (e.g. Médecins Sans Frontières, WAFF, Austrian Chamber of Labour) in Vienna, Barcelona and internationally. Additionally he lectures at universities in Spain (EUHT Sant Pol) as well as at the Austrian FH-Wien. He trains and coaches in German, English and Spanish.

Important for

Young and experienced leaders out of all organizations as well as team-members who wants to increase their self-management and self-leadership abilities.

Date/Location

Thursday, 5 to Friday, 6 March 2020
from 8:30 am check-in with welcome coffee
Seminar from 9:00 am to 5:00 pm

ÖPWZ, 1010 Vienna, Rockhgasse 6
We are pleased to give you accommodation options.
Please call us: Customer Service, +43 1 533 86 36-26

Seminar fee (excl. 20 % VAT)

Including lecture notes, welcome coffee, break refreshments, lunch and ÖPWZ certificate
€ 1.135,- per person
€ 1.015,- for persons from all companies, that are members of an ÖPWZ forum



Cancellation

Up to two weeks before the seminar begins, you can cancel in writing free of charge. After that, 50% of the seminar fee are charged, from the beginning of the seminar the full seminar fee is to pay. Of course, a representation of the subscribed person is possible without additional costs.

Information

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Registration

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Title | first name and sur name | job title

Company | industry | number of employees

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Contact person at secretariat | e-mail

Date | Signature