

➤ Effective Self Management

Professional, Personal & Powerful Empowerment

16 - 20 Dec 2019, Kuala Lumpur

22 - 26 Jun 2020, Amsterdam

14 - 18 Dec 2020, Kuala Lumpur





Effective Self Management

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"You cannot manage others until you can manage yourself."

Training Course Overview

"You cannot manage others until you can manage yourself." Delegates evaluate and monitor their energy, attitude and priority in relation to their personal and organisational visions and goals. Individuals are empowered to become more effective in self-management and equip them with the knowledge and skills needed to optimise their performances which are essential for personal success and corporate accomplishment. Effective self-management develops the much needed disciplines that help bridge the gaps between goals and accomplishment. High achievers are people who have learned to effectively manage themselves, tapping on all resources available to motivate themselves toward the fulfilment of their fullest potentials.

Training Course Objectives

By attending this training course you should achieve these goals:

- Develop a greater sense of integrity and strength to accomplish goals
- Build a healthier self-concept to manage issues and events
- Develop strategy towards a greater time-task productivity
- Manage stress more effectively and efficiently
- Cultivate greater flexibility contributing toward an effective self-managed team



Designed For

The training course is designed for anyone who desires to optimise the fulfilment of their goals to achieve greater sense of accomplishment and to those who desires to cultivate and incorporate best values in their work commitments. For example:

- Team members
- Supervisors
- Managers looking to achieve their full potential
- Management professionals
- Delegates of any sector of industry and/or business

Training Course Outline

Amongst a wide range of valuable topics, the following will be prioritised:

- Establishing personal vision and goals
- Identification of your emotional blind spot to reduce conflict and stress
- Optimising your health and energy to fulfil your goals
- Management of time through prioritisation
- Achieving a balance between work, family and rest
- Managing emotions, and develop empathic atonement to build strong relationships
- How to consolidate values, strengthen principles, and prioritise your goals
- Create the necessary disciplines to achieve success
- The power of motivation
- Maximising their full potential

THE CERTIFICATE

- Copex Certificate of Attendance will be provided to delegates who attend and complete the course



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Date	Venue	Fees (USD)
16 - 20 Dec 2019	Kuala Lumpur, Malaysia	\$5,950
22 - 26 Jun 2020	Amsterdam, The Netherlands	\$5,950
14 - 18 Dec 2020	Kuala Lumpur, Malaysia	\$5,950

This fee is inclusive of Documentation, Lunch and Refreshments and maybe subjected to 5% VAT.

REGISTRATION DETAILS (PLEASE USE BLOCK CAPITALS)

Salutation: First Name: Last Name:
Designation: Company:
Tel No.: Mobile No.: Fax: E-Mail:
Mailing Address:
City: Country: Zip Code:

AUTHORISATION (AUTHORISED BY)

Salutation: First Name: Last Name:
Designation: Company:
Tel No.: Mobile No.: Fax: E-Mail:
Mailing Address:
City: Country: Zip Code:

MODES OF PAYMENT

Please Invoice My Company

Please Invoice Me

Cheque Payable To Copex

Hotel Accommodation

Hotel accommodation is not included in the Registration Fee. Special rates and limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

Cancellations & Substitutions

Cancellation must be made in writing 2 weeks prior to the commencement of the course. A service charge of US\$ 250 will be applicable. Thereafter, full payment is required, but a substitute delegate is welcome at no extra charge.

copex

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