COURSE OVERVIEW SS0193
Managing Self

Course Title
Managing Self

Course Date/Venue
Session 1: April 05-09, 2026/Meeting Plus 9, City Centre Rotana Doha Hotel, Doha, Qatar
Session 2: September 27-October 01, 2026/Meeting Plus 9, City Centre Rotana Doha Hotel, Doha, Qatar

Course Reference
SS0193

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

80% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.

This course is designed to provide participants with a detailed and up-to-date overview of managing self and leading others. It covers the self management and self development evolutions process; the centralization round about self, self esteem and others; self management skills, responsibilities, straightness, honestly and crisp; the domains, persistence, adaptation and flexibility; the effective strategies for time management; organizing and planning time; the ways to manage time and time wasters; management versus leadership; and the leadership, techniques and skills that contribute to a leadership style.

During this interactive course, participants will learn the leadership paradigm and situational leadership; the teambuilding and leadership approaches; the leadership zone, vision and mission statements; the competency and competence standards; the leadership model, personality styles and self command; the conflict resolution, emotional intelligence, career laddering, performance management, dynamics of balance, leadership and change; and the productivity, process alignment, creativity and motivation.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on managing self and leading others
- Discuss self management including self development evolutions process
- Recognize centralization round about self, self esteem and others
- Carryout self management skills, take responsibilities, straightness, honestly and crisp
- Apply domains, persistence, adaptation and flexibility as well as effective strategies for time management
- Organize time, apply time planning, use ways to manage time and avoid time wasters
- Differentiate management versus leadership and implement leadership styles, techniques and skills that contribute to a leadership style
- Identify the leadership paradigm and situational leadership
- Employ teambuilding and leadership approaches and explain leadership zone, vision and mission statements
- Describe competency and competence standards, leadership model, personality styles and self command
- Carryout conflict resolution, emotional intelligence, career laddering, performance management, dynamics of balance, leadership and change
- Implement productivity and process alignment, creativity and motivation

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of managing self and leading others for both technical and non-technical personnel such as managers, superintendents, engineers, head of departments, officers, team leaders and unit supervisors who have to demonstrate, and/or coach others in leadership skills. The course will be additionally of value to staff in support or advisory functions such as strategy formation, policy development, organizational development, human resource development, audit, welfare and projects.

Course Fee

US$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. **Jerome Topley**, PgDip (on going), BSc, is a **Senior Management Consultant** with over **20 years** of extensive experience. His expertise lies extensively in the areas of **Leadership Skills**, **Communication** & **Interpersonal Skills**, **Performance** & **Creativity Skills**, **Listening Skills**, **Negotiation Skills**, **Persuasion** & **Assertiveness Skills**, **Time** & **Stress Management**, **Influencing Techniques**, **Conflict Management**, **Business Writing Skills**, **Writing Business Correspondence & Document Control**, **Writing Memos & Business Letters**, **Business & Technical Report Writing**, **Communication** Skills, **Business Communication Etiquette**, **Interpersonal** Skills, **Presentation** Skills, **Organizational & Leadership** Skills, **Coaching & Mentoring**, Self & Personal Development, **Creative Problem Solving**, **Performance** Management, **Conflict** Management, **Talent** Management, **Risk** Management, **Resource** Management, **Emotional Intelligence**, **Customer** Service, Persuasion Techniques, **Supervisory** Skills, Public Relations & Corporate Communication, **Strategic Planning & Creative Thinking**, **Human Resource** Management and **Performance** Assessment & Appraisal. Further, he is also well-versed in **Broadcasting, News & Sport Reporting**, **Presentation Skills**, **Communication Skills**, **Problem Solving & Decision Making**, **Pharmaceutical Environment**, **Ophthalmology**, **Surgical Instruments** & **Endocrinology**, **Agricultural Productivity**, **Plants Farming**, **Cultivation** & **Harvesting** and **Agricultural Mechanics**.

During Mr. Topley's career life, he had occupied several significant positions and dedication as the **Executive Director**, **Chief of Staff**, **General Manager**, **Producer/Presenter**, **Public Broadcaster Talk Show Host**, **Stand-in Presenter**, **Radio Presenter**, **News Reader**, **Medical Technician** and **Detailing Medical Representative** in **Ophthalmology**, **Surgical Instrument** and **Endocrinology** from various companies and institution such as Wyeth, Topley Consulting, SABC Afrikaans Radio, Ministry of Agriculture, Agri Mega Group and Western Cape Education Department.

Mr. Topley has a **Bachelor** degree with Honours in **Business Management**, a **National Diploma** in **Education** and currently enrolled in **Post-Graduate Diploma** in **Business Management**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**), a **Qualified Medical Technician** in **Chemical Pathology**, a **Registered Medical Technology Student** and holds a **Professional Development Certificate** in **Outcomes-Based Assessment Techniques**. He has further delivered innumerable trainings, courses, workshops and seminars globally.

Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

20% Lectures
80% Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0900	***What is Self Management***
0900 - 0930	***Self Development Evolutions Process***
0930 – 0945	*Break*
0945 – 1030	***Centralization Round About Self***
1030 – 1130	***Self Esteem & Others***
1130 - 1230	***Self Management Skills***
1230 -1245	*Break*
1245 – 1330	***The willing to Take Responsibilities***
1330 - 1420	***Straightness, Honestly & Crisp***
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0830	***Domains, Persistence, Adaptation & Flexibility***
0830 - 0930	***Effective Strategies for Time Management***
0930 – 0945	*Break*
0945 – 1030	***How to Organize Your Time***
1030 - 1130	***Time Planning & Put Plans***
1130 - 1230	***Used Ways to Manage Time***
1230 – 1245	*Break*
1245 – 1330	***Time Wasters***
1330 - 1420	***Management Versus Leadership***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3

0730 – 0830	***Leadership Styles- An Overview***
0830 - 0930	***The Techniques & Skills that Contribute to a Leadership Style***
0930 – 0945	*Break*
0945 – 1030	***The Leadership Paradigm***
1030 - 1130	***Situational Leadership***
1130 - 1230	***Teambuilding***
1230 – 1245	*Break*
1245 – 1330	***Case Study- The Team Leader's Mirage***
1330 - 1420	***Leadership Approaches***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4

0730 – 0830	***The Leadership Zone***
0830 - 0930	***Vision & Mission Statements***
0930 – 0945	*Break*
0945 – 1030	***Competency & Competence Standards***
1030 - 1130	***A Leadership Model – Exercise***
1130 - 1230	***Personality Styles & Self Command***
1230 – 1245	*Break*
1245 – 1330	***Conflict Resolution***
1330 - 1420	***Emotional Intelligence***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5

0730 – 0830	***Career Laddering***
0830 – 0930	***Performance Management***
0930 – 0945	*Break*
0945 – 1030	***Dynamics of Balance***
1030 – 1130	***Leadership & Change***
1130 - 1230	***Productivity & Process Alignment***
1230 – 1245	*Break*
1245 – 1330	***Creativity***
1330 - 1345	***Motivation***
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

80% of this highly-interactive course is hands-on practical sessions. Theory learnt (20%) will be applied using various role-plays, case studies and practical sessions.

Course Coordinator

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