

MANAGING SELF AND LEADING OTHERS



GENTEX[®]
TRAINING CENTER



Introduction

Managing Self and Leading Others Training Course develops the two capabilities that reinforce each other: leading yourself with discipline, and leading others with credibility. A leader who cannot regulate their own reactions will struggle to keep a team steady, and a leader who neglects self-management eventually loses the composure others rely on. This program builds both deliberately. It covers self-awareness, emotional regulation, personal effectiveness, and then moves into influencing, coaching, and developing people. As a result, participants learn to model the behaviour they ask of their teams. Furthermore, the course covers feedback, conflict, and personal resilience under sustained pressure.

Managing Self and Leading Others Course Objectives

- Build self-awareness using emotional intelligence and reflective practice.
- Regulate emotions and reactions under pressure and provocation.
- Manage time, energy, and priorities with the Eisenhower matrix.
- Define personal values, purpose, and a working leadership philosophy.
- Apply the transformational and situational leadership models.
- Influence stakeholders using persuasion principles and reciprocity.
- Run effective one-to-one meetings with a structured agenda.
- Coach team members using the GROW model.
- Give feedback with the SBI and DESC frameworks.
- Manage conflict with the Thomas-Kilmann model and build resilience.

Course Methodology

- Facilitated sessions built around real leadership dilemmas.
- Self-assessment of emotional intelligence and personal habits.
- Role-play of feedback, coaching, and difficult conversations.

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Info@gentextraining.com



- Group exercises in priority setting and influence planning.
- Case studies of leaders who managed themselves well and badly.
- Simulation of a pressured leadership situation.
- Peer feedback, reflection, and a personal leadership action plan.

Who Should Take This Course

- Managers and team leaders at all levels.
- Newly promoted supervisors and first-time managers.
- Technical specialists moving into leadership roles.
- Project and program managers leading people.
- HR and organizational development professionals.
- High-potential employees preparing for leadership.
- Professionals managing demanding stakeholder relationships.

Managing Self and Leading Others Course Outlines

Day 1: Self-Awareness and Personal Foundations

- Defining self-management and why it precedes leading others.
- Emotional intelligence and the four domains.
- Personal values, purpose, and leadership philosophy.
- Recognising triggers, habits, and blind spots.
- Building credibility through consistency.
- Managing your own energy and workload.
- Workshop: emotional intelligence self-assessment.





Day 2: Personal Effectiveness and Composure

- Time and priority management with the Eisenhower matrix.
- Managing attention, interruptions, and meetings.
- Self-regulation techniques for high-pressure moments.
- Handling criticism without defensiveness.
- Building resilience and recovering from setbacks.
- Work-life boundaries and sustainable effort.
- Workshop: designing personal effectiveness routines.

Day 3: Influencing and Communicating with Others

- Communication styles and adapting the message.
- The Pyramid Principle for clear, structured messages.
- Persuasion principles and ethical influence.
- Building rapport and trust with stakeholders.
- Running effective one-to-ones with a clear agenda.
- Managing expectations and saying no constructively.
- Role-play: influencing a resistant colleague.

Day 4: Coaching, Feedback, and Developing People

- Coaching fundamentals and the coaching mindset.
- Coaching with the GROW model.
- Feedback with the SBI and DESC frameworks.
- Setting development objectives with team members.
- Delegation with clear ownership and the RACI matrix.

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- Recognition practices that feel genuine.
- Role-play: a coaching and feedback conversation.

Day 5: Conflict, Team Culture, and Sustained Leadership

- Sources of conflict and early warning signs.
- Conflict approaches with the Thomas-Kilmann model.
- Difficult conversations and relationship repair.
- Building psychological safety and team trust.
- Team development stages and the Tuckman model.
- Creating a personal leadership development plan.
- Capstone: presenting a 90-day self and team plan.

Conclusion

By successfully completing Managing Self and Leading Others Training Course, participants will have acquired the knowledge to regulate their own reactions, manage time and energy well, influence and communicate clearly, coach and develop their people, handle conflict constructively, and build trust within their teams. They will also understand how personal discipline underpins credibility as a leader. Gentex Training Center delivers this program through applied workshops and expert facilitation, helping participants lead themselves well so they can lead others better.

FAQs for the Managing Self and Leading Others course





Q1 What is the "Managing Self and Leading Others" course about?

It is a training program that develops personal leadership discipline alongside the ability to lead others. It covers self-awareness, emotional regulation, personal effectiveness, influence, communication, coaching, feedback, and conflict handling.

Q2 What are the key benefits of the "Managing Self and Leading Others" course?

Participants gain greater composure under pressure, stronger personal discipline, and better relationships with their teams. Organizations benefit from steadier leadership, more honest conversations, higher trust, and managers who model the standards they expect.

Q3 What skills will I gain from the "Managing Self and Leading Others" course?

Participants build self-awareness and emotional regulation, personal effectiveness and resilience, influence, communication, and stakeholder management, and coaching, feedback, and conflict resolution.

Q4 What tools, methods, or standards are covered in the "Managing Self and Leading Others" course?

The course covers emotional intelligence frameworks, the Eisenhower matrix, the transformational and situational leadership models, the Pyramid Principle, persuasion principles, the GROW coaching model, the SBI and DESC feedback frameworks, the RACI matrix, the Thomas-Kilmann conflict model, and the Tuckman team stages.



Q5 How is the "Managing Self and Leading Others" course applied in real-world practice?

Learners apply it by running structured one-to-ones, regulating their reactions in tense meetings, coaching team members through obstacles, giving structured feedback, managing their own workload deliberately, and building trust through consistent behaviour.