



London TDM

# Soft Skills and Personal Development Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 15 March 2026 To 19 March 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

Welcome to the "Self-Leadership and Personal Effectiveness" course, designed to empower professionals with the skills necessary to lead themselves effectively in both personal and professional environments. Over the next five days, participants will explore strategies, techniques, and mindsets that promote personal accountability, enhance decision-making, and improve overall efficiency and happiness. Prepare to develop greater self-awareness, harness your strengths, and unlock your full potential as a leader of yourself.

- Understand the principles of self-leadership and personal effectiveness.
- Identify personal strengths and areas for improvement.
- Develop strategies for effective decision-making and goal-setting.
- Learn techniques to enhance productivity and time management.
- Create a personal development plan for ongoing growth.

## Course Outlines

### Day 1: Foundations of Self-Leadership

- Introduction to Self-Leadership Concepts
- The Importance of Self-Awareness
- Identifying Personal Core Values
- Building a Growth Mindset
- Assessing Personal Strengths and Weaknesses

### Day 2: Emotional Intelligence and Self-Motivation

- Understanding Emotional Intelligence
- Developing Self-Regulation Skills
- Practicing Self-Motivation Techniques
- Managing Stress and Building Resilience
- Incorporating Empathy into Self-Leadership

### Day 3: Effective Decision-Making and Problem Solving

- Steps to Effective Decision-Making
- Critical Thinking and Problem-Solving Skills
- Overcoming Decision-Making Biases
- Evaluating Risks and Rewards
- Learning from Past Decisions

### Day 4: Productivity and Time Management

- Setting SMART Goals
- Prioritizing Tasks for Maximum Impact
- Techniques for Managing Time Effectively
- Overcoming Procrastination
- Using Technology to Enhance Productivity

## **Day 5: Creating a Personal Development Plan**

- Reflecting on Personal and Professional Growth
- Continuous Learning and Development Strategies
- Building Support Networks for Accountability
- Setting Long-term Personal and Professional Goals
- Developing an Action Plan for Personal Effectiveness