

# SELF AND RELATIONSHIP MANAGEMENT



Training and Instructional  
Design Academy of South Africa

## Workshop information

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### Introduction

Self-management can help us to accept greater responsibility, for ourselves (our minds and bodies), and for the quality of whatever we are busy with (work, relationships, etc.). Self-management allows us to use our potential to its fullest and links closely to our personal and work relationships. These relationships, whether positive or negative, affect our work satisfaction and productivity. This workshop will assist individuals to build on positive and address negative aspects in relationships and develop a stronger sense of self.

### Unit standards

The content of this workshop is based on unit standard 244572 *Describe how to manage workplace relationships*.

### Workshop content

During this workshop, the following topics are covered:

- Self-management
  - Self-awareness and assertiveness
  - Adaptability
  - Communication
  - Managing yourself for success
- Relationship management
  - Handling conflict with others
  - Being a strong team member
  - Being sensitive towards others' beliefs
  - Building trust
- Linking self and relationship management to organisational goals

### TIDASA is...

- A training company committed to enabling and empowering individual learners to make positive contributions to their organisations
- A provider of both customised and generic training
- Dedicated to excellence in training and instructional design
- Provisionally accredited by Umalusi, Council for Quality Assurance in General and Further Education and Training (Provisional accreditation number: FET 00474 PA)

**For more information or to book your place contact Helga van Wyk on 012 682 8500 or email [info@tidasa.co.za](mailto:info@tidasa.co.za).**