

MANAGING TIME & STRESS IN THE WORKPLACE

Duration: 6 hours

This workshop combines two short sessions to give the employees the skills needed to manage time and stress in the workplace. Each session is outlined below.

SESSSION 1: Managing Time

This is an intensive and comprehensive session that **provides participants with the opportunity to examine their current working practices, evaluate techniques for time management and personal effectiveness, and determine an action plan to make more efficient use of time.** This session also provides participants with the opportunity to review their work-life balance and develop their understanding of stress and stress coping strategies.



Course Objectives

- To help participants manage time more efficiently and develop more control over personal stress.
- To provide an opportunity for participants to explore the skills and principles of time management, and to allow for the sharing of ideas, tips and techniques.
- To allow participants the opportunity to evaluate their current working practices and decide on a strategy to work 'smarter'.

Topics covered include costs of poor time management, time stealers and constraints, balancing priorities, handling interruptions, delegation, and action planning.

SESSSION 2: Managing Stress

This session builds on the stress management techniques introduced in Session 1. Research shows that workers, who report high levels of stress, are three times more likely than workers with low stress level, to suffer from common illnesses!



Life has always been a challenge; however, in the past, when life was less complicated, lifestyle choices were equally less complicated. The present changing global environment has introduced problems which impact our daily lives. With all these challenges facing us, we must be cognizant of the fact that stress management is not only

needed during an emergency. Let's de-stress!!!!

- Assess conflicts
- Determine cause of stress
- Accept change
- Develop coping skills

Maximum number of participants: 20