

Effective Stress and Time Management in the Workplace

COURSE OBJECTIVES

- By the end of the course, participants will be able to:
- Manage daily work & life, embrace change, meet challenges, resolve conflicts & manage stress effectively
- Understand the fundamental mechanisms behind stress management techniques & the effects that stress has on health and performance
- Set priorities, stick to time schedule while maintaining flexibility
- Stop procrastination, add hours to workday and eliminate chronic lateness
- Handle stress more effectively in a fun-filled creative manner
- Manage relationship to improve results & reduce stress

COURSE OUTLINE

Understanding Stress and Its Management

- Your outlook of what stress is / what causes it
- Understand the most serious sources of short-term stress
- Manage stress at work and home
- Symptoms and effects of stress – personal & organizational
- How can stress affect you
- How prone to job related stress are you
- Plans to manage the different stages of stress

Be organized for better time management

- PPPP Formula, effectiveness versus efficiency
- Busy doesn't mean productivity – trivial versus important tasks
- Time management techniques – methods / tools
- Applying time-saving tips and preventing procrastination
- Planning, organizing, scheduling, prioritizing, tracking & monitoring results
- Developing a Time Management Programme with action plan
- Planning, organizing, scheduling, prioritizing, tracking and monitoring results
- Effective meeting leadership & team members' responsibilities
- Put first things first – engage your mind/ heart

Manage stress and worry in a fun-filled way

- Managing yourself positively & assertively under pressure
- Eliminate stress-creating habits & understand stress symptoms
- Practical ways to beat stress – stress strategies at work
- Techniques for relaxation & reducing negative stress
- Meditation, breathing, nutrition, mental, physical exercise
- Achieve balance at work, in your family & at play
- The art of getting along for better mental health

Summary and back-to-work application

- Put stress and time management techniques into action
- My action plan to achieve better stress & management



Trainer

Catherine Syn has conducted both public and in-company seminars and workshops in time & stress management. She has been working closely with individual client companies on the development and design of training programmes to their specific organization's training and developmental needs.

TARGET AUDIENCE

Anyone who wish to achieve better stress and time management at work.

Date	March 2019
Duration	1 day, 9am to 5pm (7 hrs)
Fees (Prices are inclusive of 7% GST)	\$267.50 per pax
Course Venue	PMAS Academy Print Media Hub @ Paya Lebar iPark 61 Tai Seng Avenue #05-14 Singapore 534167

You may go to the following link: <https://goo.gl/8oQwK1> to register!

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