

Time & Stress Management for Managers

Professional Skills
Prague (Czech)
03 - 07 Feb 2025

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Time & Stress Management for Managers

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Introduction

In an ever-increasing pace of Life and Business, it becomes even more important to remove stress and operate with heightened sensory acuity.

Firstly, most people deny that they are stressed or affected by internal or external factors. Secondly, the most important thing that you have is not money or other things, it is TIME, You can't save it, you can't stop it, and you will run out of it so why not learn how to use it properly. As the cost of stress to the employer continues to grow, organizations must recognize stress in their employees and train management to manage stress productively. A recent survey showed that 1 in 5 people report their work to be very or extremely stressful, citing the nature of their work, relationships at work, or their employer as the cause.

Course Objectives of Stress & Time Management

- Actively identify and reduce stress in themselves and others
- Develop ways of Managing the most Important element - TIME
- Take charge of your state of mind
- Maximizes performance and motivation at work
- Improve health and happiness
- Have a positive economic impact on individual and team performance

Course Outlines of Stress & Time Management

Day 1

Managing Yourself

- Investing time and effort in order to achieve more in the future
- Your time management behaviour - preferred working styles
- Personal effectiveness - a guide to self-discipline
- Highlighting personal 'time-stealers' and areas of weakness

Managing Your Job

- Managing yourself and the resources at your disposal

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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- What are you and your team trying to achieve?
- Defining your objectives and key result areas
- Establishing responsibilities and priorities

Day 2

Managing Others & Meetings

- Managing people managers, colleagues, team members, and customers
- Getting more things done through assertive behaviour
- Making the most of meetings as participant or chairperson

Practical Time Management & Planning Activities

- Effective use of diaries, time planners, time logs, etc.
- Criteria for prioritising - urgent and important
- Planning and scheduling your activities
- Dealing with interruptions and distractions - staying focused
- Managing time under pressure
- Developing a proactive approach to short, medium, and long term plans

Day 3

Effective Delegation

- The rules of effective delegation - overcoming personal preferences and prejudices
- Using delegation as a means of coordinating the workload of your team/department
- Freeing up your time
- Developing staff

Managing Pressure in the Workplace

- Moving from reactive to proactive
- Working to priorities when everything is urgent
- Taking control through planning and time management
- Managing conflicting demands from more than one person

Day 4

Understanding Stress and its Causes

Different Stress and Behavioural Patterns

- Learning behaviour types: passive, aggressive, passive-aggressive, and assertive
- How conscious and sub-conscious thinking affects behaviour
- Developing self-assertiveness to achieve greater control over stress
- Improving your communication skills to manage aggression, stress, and conflict from others

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Day 5

Handling Stress Positively, A Positive Mindset

- Stress handling strategies for you and your team
- Maintaining an effective balance between home and work
- Changing your mindset - seeing the positive side of change in the workplace
- Motivating yourself and others under pressure
- Developing a preventative rather than remedial approach to team problems
- How the Mind Focus techniques can reverse negativity into positive action

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