

Time & Stress Management Skills for Managers (5-Day Course)

Professional Skills
Paris (France)
03 - 07 Nov 2025

UK Traininig

PARTNER



Time & Stress Management Skills for Managers (5-Day Course)

Ref: 3218_132120 **Date:** 03 - 07 Nov 2025 **Location:** Paris (France) **Fees:** 4400 **Euro**

Course Description

This comprehensive 5-day course equips managers with essential time management techniques and stress-reduction strategies. Participants will learn to prioritize tasks, delegate effectively, and create a productive work environment. The course combines theory with practical exercises to help managers improve their productivity, achieve work-life balance, and lead high-performing teams.

Learning Objectives

- Develop effective time management skills to increase productivity
- Identify and mitigate common workplace stressors
- Implement strategies to improve work-life balance
- Enhance leadership skills to create a positive work environment
- Apply stress management techniques to boost team performance

Course Modules

Day 1: Understanding Time Management & Stress

- Time management principles and their importance
- Identifying personal time-wasters and productivity blockers
- The impact of stress on managerial performance
- Assessing current stress levels and coping mechanisms

Day 2: Effective Time Management Strategies

- Prioritization techniques e.g., Eisenhower Matrix
- Goal setting and SMART objectives
- Effective delegation and task allocation
- Time-blocking and scheduling best practices

Day 3: Stress Management Techniques

- Identifying workplace stressors and their root causes
- Mindfulness and relaxation techniques
- Cognitive restructuring for stress reduction
- Building resilience in high-pressure environments

Day 4: Improving Work-Life Balance

A graphic of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and another gold piece behind it. The board has a checkered pattern, and there are concentric circles in the background.

UK Training
PARTNER

- Setting boundaries between work and personal life
- Effective communication strategies for managing expectations
- Time management tools and technologies
- Creating personalized work-life balance action plans

Day 5: Leading Stress-Free, High-Performing Teams

- Fostering a positive work culture
- Strategies for preventing burnout in team members
- Conflict resolution and stress management in teams
- Developing a long-term stress management strategy

Practical Wins for Participants

- A personalized time management system tailored to individual work styles
- A toolkit of stress-reduction techniques for immediate implementation
- An action plan for improving work-life balance
- Strategies to create a more productive and positive team environment

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

UK Training
PARTNER

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER



Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335