

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

Professional Skills  
Berlin (Germany)  
11 - 15 Aug 2025

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

**Ref:** 3218\_132590 **Date:** 11 - 15 Aug 2025 **Location:** Berlin (Germany) **Fees:** 4200 **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 in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from the center of the board.

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- 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

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