

Turning Stress Into High Productivity

Date	Venues	(\$)Fees	Book your seat
26 May -30 May 2024	Manama	3200	Register Now

Course overview

Review of difficult situations faced by managers to provide participants with the skills of effective communication, and networking events that help with other humanitarian thereby reducing the pressure of work

Course objective

- Crystallize what the administration, functions and identify the dimensions of the administrative process.
- Review of difficult situations faced by managers.
- Provide participants with the skills of effective communication, and networking events that help with other humanitarian thereby reducing the pressure of work.
- Identify what the pressures of work and sources and types, causes and results.
- Training on the skills and methods of management and response.
- Identify the role of conflict in generating pressure.
- Training on the skills of management and Response

Who should attend?

Workers at all levels of management in various departments, institutions and members of the committees and secretaries and meetings makers in the public and private sectors

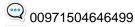
Course outline

- 1. Administration, Director, And the administrative process
- 2. In segments: the scientific perspective of one long
- 3. Administrative and practical skills Director. Skills Director, Administrative and balance
- 4. Director of the fundamental characteristics of the modern enterprise
- 5. Performance concepts, And performance peculiar
- 6. The concept of performance, and dimensions. Mathematical model performance
- 7. Patterns of performance, and how to achieve outstanding performance. Dear Director, Beware
- 8. What is the meaning of improving the manager performance. Effectiveness ... Efficiency ,Excellence
- 9. Seven golden rules Of excellence in performance and the performance manager
- 10. How can they reach the administrative excellence , In performance. Pressure, And performance
- 11. Effective communication skills. Management skills pressures of work
- 12. What the pressures of work and sources. Pressures of work ... Causes and consequences
- 13. What combustion career.
- 14. Sequence of the emergence of combustion career
- 15. Key indicators on the vulnerability of individuals to pressures of work

- 16. Measures exposure to the pressures of work. Symptoms of the pressures of work
- 17. Health problems of pressure. Impact pressures of work on performance
- 18. Effective management of pressure. Areas of major organizational details
- 19. Strategies to deal with the pressures of work ,From the perspective of individuals
- 20. Exercise sport. Practice the art of relaxation
- 21. Time management: Take time ,To manage time
- 22. Methods and skills of planning time. Benefit from the Department's role
- 23. Support groups and support

Training methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays





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