

# **Turning Stress Into High Productivity**

Date	Venues	(\$)Fees	Book your seat
28 Jul -01 Aug 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

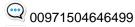
#### Course outline

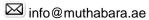
- 1. Administration, Director, And the administrative process
- 2. In segments: the scientific perspective of one long
- 3. Administrative and practical skills Director. Skills Director, Administrative and balance
- 4. Director of the fundamental characteristics of the modern enterprise
- 5. Performance 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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