

Modern Trends of Dealing With Time & Work Pressures

| Date | Venues | (\$Fees | Book your seat |
|---------------------|--------|---------|------------------------------|
| 23 Jun -27 Jun 2024 | Manama | 3200 | Register Now |

Course overview

While some workplace stress is normal, excessive stress can interfere with your productivity and impact your physical and emotional health. And your ability to deal with it can mean the difference between success or failure. You can't control everything in your work environment, but that doesn't mean you're powerless—even when you're stuck in a difficult situation. Finding ways to manage workplace stress isn't about making huge changes or rethinking career ambitions, but rather about focusing on the one thing that's always within your control: you.

Course objective

- Understand the essential concepts of effective time management.
- Identify and overcome the major time-wasters at the work place.
- Develop and implement specific methods to save time at the work place.
- Identify misconceptions regarding time and stress management

Who should attend?

- Managers, team leaders and supervisors who are looking for performance improvements on both an individual and team basis.
- Professionals who want greater control of their self and time, management style and life

Course outline

- Introduction and overview
- Recognizing how you manage time
- Managing your work effectively
- Motivating & leading your work teams
- Making subordinates time conscious
- Finding Ways to Save Time
- Managing Stress

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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