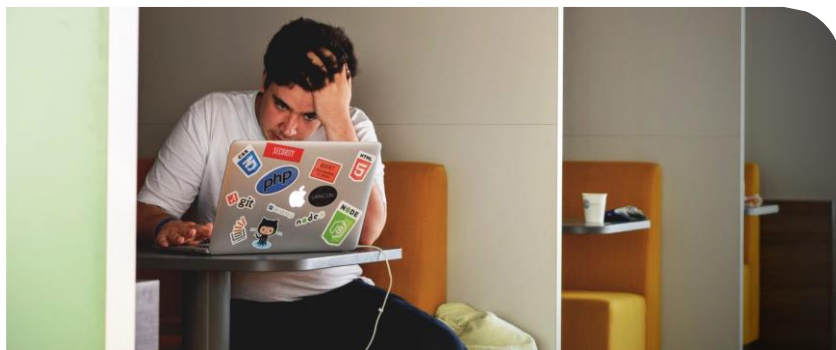


Time and Stress Management

Can your teams strategically plan and prioritise essential tasks to achieve your organisation’s short and long-term goals? Does their workload cause them stress? Is it difficult for them to balance everyday tasks, projects and urgent requests?

This invaluable course will enable your teams to be more efficient, calm and productive. They will learn how their current approach is preventing them from optimising their time and how to adapt it to effectively manage daily tasks and critical projects. As a result, they will perform better under pressure.



Objectives	Benefits
<ul style="list-style-type: none"> Plan and prioritise tasks to meet short and long-term goals 	<ul style="list-style-type: none"> Participants will be productive and achieve long and short-term goals through effective planning, prioritisation and time management
<ul style="list-style-type: none"> Fine-tune work patterns to work smarter and more efficiently 	<ul style="list-style-type: none"> Stakeholders will benefit from increased productivity, efficient project execution and enhanced performance during critical tasks
<ul style="list-style-type: none"> Manage stress levels to concentrate and get things done 	<ul style="list-style-type: none"> Your organisation will perform effectively in complex and high-pressure situations through enhanced productivity and efficiency

- Establishing level course: build strong foundations
- No experience needed
- Minimum intermediate (B1) level English

Time and Stress Management - Course outline

Module	Competency
Planning and prioritising <ul style="list-style-type: none">• Setting achievable goals• Planning and prioritising your tasks	<ul style="list-style-type: none">• Effectively plan and prioritise your tasks to meet deadlines and further your long-term goals
Working smarter to increase productivity <ul style="list-style-type: none">• Analysing your work patterns• Using digital tools and delegation strategies	<ul style="list-style-type: none">• Use techniques to change your working habits, make improvements and increase personal productivity
Managing your time with others <ul style="list-style-type: none">• Cultural influences on time management• Saving time by saying no and by being more efficient in meetings	<ul style="list-style-type: none">• Use strategies to save time when working with others while maintaining positive relationships
Managing stress to increase productivity <ul style="list-style-type: none">• Managing common workplace stressors• Applying a problem-solving and decision-making process to manage stress	<ul style="list-style-type: none">• Use mindfulness and stress management tools to reduce stress and increase productivity