

Personal Effectiveness & Stress Management

Duration and times: 1 day 9.30am – 5.00pm

Group size: 6-12

Investment: £POA

Life is getting increasingly busy and most of us are trying to achieve more in less time ultimately making us feel out of control and stressed. Very often we feel that we are always in crisis and everything is urgent yet we never get everything done that we want to.

This course is about helping you to take control back, learning how to differentiate between urgency and importance, reducing stress and increasing your personal effectiveness giving you greater job fulfilment and general life satisfaction.

Audience:

Those who regularly feel under pressure to deliver more than they have time for, or out of control due to cutbacks or limited resources. Really effective for individuals who are motivated to attend and are receptive to ideas on how they can change their behaviour or thoughts.

Outcomes:

By the end of the course delegates will:

- Feel more in control of their circumstances and better able to manage stress
- Have identified their stress triggers and know how to avoid these
- Understand the different between Important and Urgent and how to prioritise accordingly
- Have a plan to achieve sustainable results at work and at home

Training methods:

Lots of interaction, discussion and exercises coupled with time to reflect on individual style and how to adapt it. Reference to the pressure curve, Stephen Covey's Time Management matrix and circle of influence make this an effective and empowering programme.

Not quite what you want? How about Assertiveness & Conflict Management?

