

Course Content

Managing Time and Stress

Why attend?

Research has shown that people who possess good time management skills are the highest achievers in both the workplace and personal life. This course focuses on how to prioritise time and work for self and for others.

The programme serves as a self-help guide on how to manage and understand what creates stress and the methods to cope with daily stress.

How long is this course?

2 Days

Who should attend?

- All employees that needs to learn to prioritise time and work including team leaders and supervisors
- Employees that feel overwhelmed with their work load or life and feel pressurised all the time

What will be covered?

- Create a Task List
- Prioritise Personal and Team Tasks
- Using and Maintaining a Diary
- Implement and Maintain a Personal and Team Task List
- Defining Stress
- Stress Response
- Coping Mechanisms
- Common Symptoms of Stress
- Positive Stress
- Developing a Stress Management Programme

Accreditation Courses

This course is accredited with the Services Seta against SAQA US ID: 24811, NQF Level:4, Credits 5. It is interactive and includes various group discussions and practical activities. These activities ensure a clear understanding. Learners are supplied with course material, refreshments and lunch.