

EFFECTIVE TIME MANAGEMENT AND STRESS CONTROL



Course Overview:-

This one-day course looks at the causes of time, anger and stress management difficulties and offers concrete and practical solutions. By managing their time more effectively, participants will be able to make a greater contribution to your organisation's goals – they will be more effective at work but will still be able to achieve a sensible work / life balance.

Distressing, inappropriate and often

violent expressions of frustration, anger and rage are on the increase in all areas of public and private life causing ill-health, stress, misery and sometimes even injury and death. The best way to help yourself and others is to understand the causes, triggers and behavior patterns of anger, and to learn effective techniques for diffusing and coping with aggressive situations. In fact, it's not a training course – it's an Attitude Day Spa!

Who should attend?

Anyone who feels they could make better use of the time available to them and achieve more in less time, especially people affected by stress and/or change, people who are battling to meet deadlines, to plan and priorities their day, or who seem to always be performing under pressure from others.

Course Objectives:-

At the end of this course, the participants should be able to:-

- Have a clear understanding of stress and what causes it
- Be able to highly effective personal strategies, plans and techniques to deal with stress
- Gain a clearer picture of their priorities, both in work and outside
- Learn how to link their short, medium and long-term goals
- Be able to manage and control interruptions and behave more assertively
- Make an informed choice about the best diary system for them and be able to apply simple, practical principles of diary management
- Make better use of their time by making fewer lists but doing more of the things on them!

Methodology:-

- Presentation
- Exercises
- Case studies
- Discussions

Course Outline:-

1. Introduction: Understanding Time and Stress Problems

- Personal Inventory & Objective-Setting
- How the modern business environment affects how we work
- "Too much to do and too little time"
- Examining the real causes of time management problems
- Choices and responsibilities

2. Stress Management

- Understanding Stress
- Identifying Stressors
- Identifying your stress reactions and coping mechanisms
- Coping with and adapting to change; risk taking & stress
- Model for handling stress
- Stress Management Techniques

3. Planning and Proactivity

- Identifying your priorities – personal and work related
- Understanding Motivation and barriers to motivation
- Reducing self-limiting thinking
- Setting realistic goals – long, medium and short-term
- Becoming more pro-active
- Reducing procrastination

4. Time Management – Becoming more Organized

- Time Management Principles
- Time-Waster's Questionnaire
- Identifying and eliminating time wasters
- How to Prioritize and Plan daily

- Practical Prioritizing exercises
- Distinguishing between "Urgent" and "Important"
- Setting daily objectives and sticking to your plan
- Using a daily planner / diary system
- Techniques for managing time more efficiently
- Reducing time-wasting in meetings
- Managing other people's impact on your time
- Achieving more each day
- Creating balance between work and personal life

5. Saying "No"

- Eliminating non-essentials from your day
- Establishing when to say "No"
- How to refuse demands appropriately
- How to Delegate effectively
- When and how to relinquish control

6. Anger Management

- How our society creates angry people
- The reasons for the rise in angry incidents in hospitals, health centers, on the road, in the classroom, in the office and in the home
- What happens when we get angry – how anger affects our bodies, our health and our minds
- The difference between healthy and destructive anger
- Moving your mind and body into an appropriate state of relaxed alertness
- How to use non-verbal body language to lower the emotional temperature in a situation and build rapport
- Three invaluable techniques for disarming criticism

Course Facilitator

Naila Imran Sidat

Naila Imran Sidat is a graduate of Institute of Business Administration (Karachi) 2001. She has been a part of the brand management team at Clover Pakistan Limited- a group subsidiary of the Lakson Group of Companies. Her passion for teaching made her launch her academic career with various leading management sciences universities of Pakistan including IBA, SZABIST, PAF-KIET, Greenwich, Lecole and Iqra University, to name a few with whom she is attached as a visiting faculty.

Her professional experience has been with Clover Pakistan, a group company of Lakson Group where she was the part of the brand management team. She has also been associated with assessment development for various banking exams. She has trained various candidates and students in Communication Skills, Creative writing skills, Interview and Presentation skills, Train the Trainer ,Team leadership, Office Procedures, Office Administrative Skills and Responsibilities, Negotiation Skills, Interpersonal skills, Excellence in Customer Service, Front Staff Training etc.

Her courses are designed to be highly interactive by conducting group discussions to share knowledge & experiences, contain hands-on individual & group exercises, motivational videos and brain-teaser questions from time to time. The session provides individuals the opportunity to work with each other in form of groups thus helping them understand how to work with new people and yet get the task completed. The sessions are designed such that by the end of the day's session, each participant has at least once presented in front of the group thus helping those with public speaking freight to overcome their fear and others to have a chance to improve upon their skill.

At the end of the session the participants gain an in depth understanding of different concepts, have used various tools & techniques that can be practically used in office and have an effective support material to refer to for future use. Also the participants have an opportunity to develop social networking thus giving them a life time opportunity to increase their professional circle.

TESTIMONIALS

She had good grip on the topic PPL Accountant

She introduce more activities and situation based team exercise for coping stress
Assistant Manager Meezan Bank

Instructor good with their presentation and command over it
Manager Feroze Textile

Facilitator done good efforts
Asst. Engineer Inspectest pvt ltd

She is very good communicator and update with the today's topics
Officer Allied Bank Ltd



Time and Stress Management

Workshop by Quickbiz On 30, October 2014 Movenpick Hotel Karachi



Time, Stress & Anger Management

Workshop by Quickbiz on June 10, 2015 Movenpick Hotel Karachi

For registration(s) send us your Name, Designation, Organization, Mobile, E-Mail and Postal Address to register@quickbizgroup.com



Quickbiz Group Office No. 403 Tahir Plaza,
Sultan Ahmed Road, Block # 7 & 8 JCHS Karachi Contact: 021-34209142
Mobile: +92-343-2508186, +92-300-2386411 www.quickbizgroup.com

Workshop Investment:
PKR 12,500/-
Exclusive of Sales Tax

[in](#) /Quickbiz [f](#) /Quickbiz Group

Date & Venue:
26 August 2016
Movenpick Hotel Karachi
19 August 2016
Royal Palm Lahore
Timings: 9:00 - 5:30