

Academy of Training

Time and Pressure Management

Overview

In today's challenging work environment, it has become increasingly important that we are able to perform effectively and efficiently, especially where resources are limited, making the very best use of our time while handling all the day-to-day pressures associated with a busy job and home life.

To do so effectively requires many skills, both technical and personal. We must be able to enhance our own personal productivity and manage all the pressures and stresses that come with a demanding position. In addition, we need to do so in a way that supports not only us but all of the people with whom we are associated.

Objective

The objective of this one-day workshop is to assist managers, team leaders and other staff in keeping up with the demands and pressures of a busy job. Focus will be on effective self-management through development of key time and pressure management skills.

Participants will also learn ways to handle competing demands without damaging relationships as well the internal pressures and self expectations which often can make rods for our own back.

Content

Topics covered in the workshop include:

- Effective self management
- Key habits for effective time and pressure management
- Building a greater degree of personal resilience
- Personal planning and focus on outcomes
- Identifying and developing action plans for key time-wasters
- Managing e-mail effectively
- Managing interruptions and procrastination
- Managing competing requests and threats to priorities
- Negotiation skills for time and pressure management
- Handling criticism and subtle manipulation
- Managing on-the-job pressures and stress
- Managing negative thought processes
- Achieving a better work-life balance
- Developing a personalised plan for better time and pressure management.

Resultant Benefits

On completion of the workshop, participants will be better able to handle work pressures and stresses, enjoying greater productivity and job satisfaction. They will be able to apply objective setting skills to their daily work routine, identify key time wasters and implement action plans to reduce these. They also will be able to handle internal pressures and negative thought patterns more

effectively and manage competing demands without damaging working relationships.

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