

MC142

Page: 1 | 1

## Course Overview:

Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments that have been pushed in our direction.

The key to tackling this situation is control the Work Pressures

Understanding, identifying and defining your Work Pressures goals is the very first step for an effective management.

With the broader goal in the background, you can now set your short-term goals that will effectively lead you to achieving your long cherished long-term goals in your life.

## Course Objective:

- Crystallize what the administration, functions and identify the dimensions of the administrative process.
- Review of difficult situations faced by managers.
- Identify stress causes and use effective techniques to manage them
- Provide participants with the skills of effective communication, and networking events that help with other humanitarian thereby reducing the pressure of work.
- Identify what the pressures of work and sources and types, causes and results.
- Training on the skills and methods of management and response.
- Identify the role of conflict in generating pressure.

## Course Outline:

- Introduction And Overview
- Managing Your Work Effectively
- The Relationship Between Time Management & Effective Management
- Motivating & Leading Your Work Teams
- Managing Stress
- Overcome of Work Pressures
- A Toolset For Going Forward
- Creating Work-Life Balance
- Conquering Over-Commitment And Procrastination

## Who Should Attend:

- Managers, team leaders and supervisors who are looking for performance improvements on both an individual and team basis.
- Professionals who want greater control of their self and time, management style and life

## Training Language:

EN / AR

## Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

## Venue | Date | Fees

Khobar	31-12-2023	10,350 SAR
ONLINE	31-12-2023	7,475 SAR
Riyadh	19-05-2024	10,350 SAR
Riyadh	07-07-2024	10,350 SAR
Khobar	07-07-2024	10,350 SAR
Khobar	17-11-2024	10,350 SAR
Riyadh	17-11-2024	10,350 SAR
Khobar	22-12-2024	10,350 SAR