

**Course Overview:**

While some workplace stress is normal, excessive stress can interfere with your productivity and impact your physical and emotional health. And your ability to deal with it can mean the difference between success or failure. You can't control everything in your work environment, but that doesn't mean you're powerless—even when you're stuck in a difficult situation. Finding ways to manage workplace stress isn't about making huge changes or rethinking career ambitions, but rather about focusing on the one thing that's always within your

**Course Objective:**

By the end of this Course the participant will be able to:

- Understand the essential concepts of effective time management.
- Identify and overcome the major time-wasters at the work place.
- Develop and implement specific methods to save time at the work place.
- Identify misconceptions regarding time and stress management

**Course Outline:**

- Introduction and overview
- The value of Time
- Conflicting demands on your time
- Basic principles of time management
- Recognizing how you manage time
- Factors that determine your Effectiveness in Time Management
- The Concept of " Time Logs "
- Examples of time wasting activities
- Management activities summary
- Gaining control over your time
- Managing your work effectively
- The Relationship Between Time Management & Effective Management
- Making subordinates time conscious
- Finding Ways to Save Time
- Managing Stress
- How does stress affect you ?
- “Flight or Fight “ response
- learning to relax
- How to manage self-generated stress

**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:**

English-Arabic

**Training Methodology:**

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