€TRAINING

Stress Identification and Task Management

17 - 28 June 2024
Milan (Italy)

Stress Identification and Task Management

REF: Z123 DATE: 17 - 28 June 2024 Venue: Milan (Italy) - Fee: 10100 Euro

Introduction:

This training program equips participants with essential skills to effectively manage workload, time constraints, and stressors in professional environments. By empowering individuals to set clear priorities, optimize their time, and mitigate stressors, the program fosters a healthier and more sustainable work environment.

Prpogram Objectives:

At the end of this program, participants will be able to:

- Identify and reduce stress in themselves and others.

- Develop ways of Managing the most Important element - TIME.

- Maximizes performance and motivation at work.

- See how every area of life is affected by Communication.

- Upgrade their personal communication and presentation skills.

Targeted Audience:

- Managers.

- Supervisors.

- Team leaders.

- Employees who want to gain great skills & knowledge to improve their career.

Program Outlines:

Unit 1:

Understanding Stress and Pressure:

- Identifying common sources of stress and pressure in the workplace.

- Understanding the physiological and psychological effects of stress.

- Recognizing early signs of stress and its impact on performance.

- Exploring the relationship between stress, time management, and priorities.

- Introducing strategies for effectively managing stress and pressure.

Unit 2:

Setting Clear Priorities:

- Understanding the importance of setting clear priorities in managing workload.

- Identifying and categorizing tasks based on urgency and importance.

- Developing techniques for prioritization such as Eisenhower's Matrix.

- Establishing SMART goals to guide priority setting.

- Implementing strategies to avoid procrastination and maintain focus on priority tasks.

Unit 3:

Effective Time Management Strategies:

- Assessing current time management practices and identifying areas for improvement.

- Introducing time management techniques such as the Pomodoro Technique and time blocking.

- Creating daily, weekly, and long-term schedules to allocate time effectively.

- Utilizing technology tools and apps for task management and time tracking.

- Implementing strategies for minimizing distractions and interruptions to optimize productivity.

Unit 4:

Stress Reduction Techniques:

- Introducing relaxation techniques such as deep breathing, meditation, and mindfulness.

- Incorporating physical activity and exercise into daily routines to reduce stress levels.

- Exploring the benefits of hobbies, creative outlets, and leisure activities for stress relief.

- Promoting work-life balance through boundary setting and time allocation for personal activities.

- Encouraging social support and seeking help from colleagues or professionals when needed.

Unit 5:

Effective Communication and Assertiveness:

- Enhancing communication skills to express needs and priorities clearly.

- Assertiveness training to set boundaries and manage workload effectively.

- Practicing active listening techniques to understand others' perspectives and reduce misunderstandings.

- Developing conflict resolution skills to address workplace conflicts constructively.

- Implementing strategies for assertive delegation and saying no when necessary.

Unit 6:

Building Resilience:

- Understanding the concept of resilience and its importance in managing stress and pressure.

- Identifying personal strengths and resources that contribute to resilience.

- Developing coping strategies for dealing with setbacks and challenges in the workplace.

- Cultivating a growth mindset to view stressors as opportunities for learning and growth.

- Building a support network and seeking mentorship to navigate difficult situations.

Unit 7:

Time-saving Techniques and Tools:

- Introducing time-saving tools such as automation software, task delegation, and batch processing.

- Streamlining workflows and eliminating unnecessary tasks through process improvement.

- Implementing email management techniques to reduce inbox clutter and increase efficiency.

- Utilizing project management tools for organizing tasks, deadlines, and collaborative projects.

- Incorporating time-saving habits such as single-tasking, prioritizing, and setting time limits for activities.

Unit 8:

Boundary Setting and Work-Life Balance:

- Understanding the importance of setting boundaries to maintain work-life balance.

- Establishing clear boundaries between work and personal life to prevent burnout.

- Implementing strategies for time management and scheduling personal activities.

- Setting limits on work hours, overtime, and accessibility outside of work hours.

- Promoting self-care practices and prioritizing activities that nourish physical, mental, and emotional well-being.

Unit 9:

Proactive Problem-solving Strategies:

- Developing proactive problem-solving skills to address challenges before they escalate.

- Identifying potential stressors and developing contingency plans to mitigate their impact.

- Implementing risk management strategies to anticipate and prepare for potential setbacks.

- Fostering a problem-solving mindset that seeks solutions rather than dwelling on problems.

- Encouraging innovation and creative thinking to find alternative approaches to problem-solving.

Unit 10:

Continuous Improvement and Reflection:

- Cultivating a culture of continuous improvement through self-reflection and feedback.

- Regularly reviewing time management practices and stress reduction strategies for effectiveness.

- Seeking feedback from colleagues, mentors, or supervisors to identify areas for growth.

- Adjusting goals and priorities based on changing circumstances and feedback.

- Celebrating successes and milestones to reinforce positive habits and behaviors.