

Time & Stress Management for Managers

Accra (Ghana)

5 - 9 May 2025

UK Training

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Code: PS28 From: 5 - 9 May 2025 City: Accra (Ghana) Fees: 3300 Pound

Introduction

In an ever-increasing pace of Life and Business, it becomes even more important to remove stress and operate with heightened sensory acuity.

Firstly, most people deny that they are stressed or affected by internal or external factors. Secondly, the most important thing that you have is not money or other things, it is TIME, You can't save it, you can't stop it, and you will run out of it so why not learn how to use it properly? As the cost of stress to the employer continues to grow, organizations must recognize stress in their employees and train management to manage stress productively. A recent survey showed that 1 in 5 people report their work to be very or extremely stressful, citing the nature of their work, relationships at work, or their employer as the cause.

Course Objectives

- Actively identify and reduce stress in themselves and others.
- Develop ways of Managing the most Important element - TIME.
- Take charge of your state of mind.
- Maximizes performance and motivation at work.
- Improve health and happiness.
- Have a positive economic impact on individual and team performance.

Course Outlines

Day 1

Managing Yourself

- Investing time and effort in order to achieve more in the future.
- Your time management behavior - preferred working styles.
- Personal effectiveness - a guide to self-discipline.
- Highlighting personal "time-stealers" and areas of weakness.

Managing Your Job

- Managing yourself and the resources at your disposal.
- What are you and your team trying to achieve?
- Defining your objectives and key result areas.
- Establishing responsibilities and priorities.

Day 2

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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Managing Others & Meetings

- Managing people managers, colleagues, team members, and customers.
- Getting more things done through assertive behavior.
- Making the most of meetings as a participant or chairperson.

Practical Time Management & Planning Activities

- Effective use of diaries, time planners, time logs, etc.
- Criteria for prioritizing - urgent and important.
- Planning and scheduling your activities.
- Dealing with interruptions and distractions - staying focused.
- Managing time under pressure.
- Develop a proactive approach to short, medium, and long-term plans.

Day 3

Effective Delegation

- The rules of effective delegation - overcoming personal preferences and prejudices.
- Using delegation as a means of coordinating the workload of your team/department.
- Freeing up your time.
- Developing staff.

Managing Pressure in the Workplace

- Moving from reactive to proactive.
- Working to prioritize when everything is urgent.
- Taking control through planning and time management.
- Managing conflicting demands from more than one person.

Day 4

Understanding Stress and its Causes

Different Stress and Behavioural Patterns

- Learning behavior types: passive, aggressive, passive-aggressive, and assertive
- How conscious and sub-conscious thinking affects behavior.
- Developing self-assertiveness to achieve greater control over stress.
- Improving your communication skills to manage aggression, stress, and conflict with others.

Day 5

Handling Stress Positively, A Positive Mindset

- Stress handling strategies for you and your team.
- Maintaining an effective balance between home and work.
- Changing your mindset - seeing the positive side of change in the workplace.

- Motivating yourself and others under pressure.
- Developing a preventative rather than remedial approach to team problems.
- How the Mind Focus techniques can reverse negativity into positive action.

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