



Power Session: Stress and Time Management

Course Outline



Your business outcomes are our priority. Proving impact in real time.

Aim

To assist all employees in their use and distribution of time as a valuable tool in the workplace.

What Others Had to Say About this Course...

The trainer was a big help - she knew exactly what she was doing and I really learned a lot.

– Samantha

Who Should Attend this Course?

This course will benefit all staff.

Outcome

At the end of this session, the learner will have some additional and practical tools to manage stress and time.

Duration: 2 Hours

Content

Topic	What You Will Learn
Identifying Stress and Stressors	• Identifying overload and where it stems from • Refocussing – what it takes
Challenging Your Own Mindset and Recognising Obstacles	• What keeps us where we are? • Our common obstacles to success
Identify How You Spend Your Time	• Gaining a realistic understanding of where our time is currently allocated • Identifying our time thieves through a reflective diary method
Understanding the Power of NO	• The magical question to ask yourself • Tips to help the behaviour change
Urgent and Important Time Matrix	• The difference between urgent and important • Understand the importance of prioritising • Plan your actions around achieving your goals
Managing Stress	• Simple and quick exercises for destressing • Understanding that less is more

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

<u>Enneagram Group Coaching Journey</u>	<u>Enneagram: Insight to Action</u>
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