



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 workshop, the learner will be able to approach the reorganisation of their day with confidence and purpose.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
15234	5	4	Apply efficient time management to the work of a department/division/section

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Duration: 1 Day

Content

Topic	What You Will Learn
Why You Want More Time?	• Being more productive impacts on you and your organisation • Benefits of addressing stress and time management
Challenging Your Own Mindset and Recognising Obstacles	• What keeps us where we are? • The five areas of the obstacles of success
Overcoming Barriers to Tasks	• What barriers do we set ourselves? • Correlation between stress, ownership and time management with illustrative exercises
Link Your Wish List with Personal Goals	• Goal setting made real • Theoretical and practical approach to goal setting
Identify How You Spend Your Time	• Gaining a realistic understanding of where our time is currently allocated
Identify Simple Time Wasters / Week	• Practical analysis
Identify the Role of Time Thieves	• Which of these time thieves take your time? • How can you address the problem? • Taking charge over the tools at our disposal instead of being their slave
Identify Areas of Synergy	• Practical analysis around multitasking
Urgent and Important	• The difference between urgent and important • Understand the importance of prioritising • Plan your actions around achieving your goals
How to Use the Time Matrix Effectively	• Practical exercise on prioritizing
De-Stressing at Work	• Understanding your stressors and taking action by being proactive
Identify Paths of Completion	• How to effectively complete timelines
A Simple Project Management Approach	• A clear and practical exercise in project management • Being assertive and clear when involving others
Additional Tips	• Relevant ideas easily implemented

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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