

# Time & Stress Management Workshop

Dated: 27<sup>th</sup> & 28<sup>th</sup> July 2023

Timings: 9a.m to 5p.m

## Main Theme

Inadequate time and stress management skills often lead to poor work performance, low motivation, unreliable behavior and anxiety. Therefore, it is crucial that we learn how to deal better with the varied pressures associated with the multitude of roles and responsibilities most of us face.

We need to learn how to manage ourselves and our lives so we can perform well and happily, and get the most out of our working relationships.

This workshop will help you maximize your performance and foster capabilities to perform even better to maximize participants' learning opportunities.



## Learning Milestones

Delegates will gain an appreciation of the importance of effective time and stress management skills. They will also learn techniques to control stress and manage their time both at work and outside of work, which will enable them to perform effectively with colleagues and clients and feel happier and more confident about themselves.



## Workshop Objectives

- Understand the principles of time management and develop self-management techniques
- Design and implement time-efficient work plans to enhance your own and your manager's performance
- Successfully plan and confidently priorities your workload to ensure that your own and your team's objectives are met.
- Identify and eliminate time "thieves" to consistently meet deadlines
- Develop proactive and reactive stress management

## Workshop Contents

### Module 1 Work Management

- Myths about Managing Work, Time and Stress
- Self-awareness (knowing thyself)
- Personal planning & Work Management
- Steps to enhance your outer image
- Building confidence and self-esteem

### Module 2 Time Management

- Defining your time challenges
- Not enough hours in the day – time management
- Maintaining a positive attitude
- Time & Work management

### Module 3 Influencing & Stress Management

- Knowing others and developing others
- Thinking Hats to build better relationships
- Influence Tactics
- Dealing with difficult people
- Stress Management tools and Techniques



## Who is this course for?

This course is for every manager/student who needs to gain greater control of his or her time and workload, to improve goal prioritization and achievement skills.

## Training Investment

- Regular Fee : Rs 15,000 per participant
- Early Bird : Rs 12,000 \* Applicable for payment before 16<sup>th</sup> July 2023
- Group Discount(2+): Rs 10,000

## Registration Details

Register on given link:-  
<https://zabdesk.szabist-isb.edu.pk/summerschool/Register>

Or Email your nominations at  
[@shaziaakhtar@gmail.com](mailto:@shaziaakhtar@gmail.com)  
For any further information or  
group discounts please call us at  
(+92 3345335479)

\*Fee includes courseware, lunch, tea/coffee breaks. Certificate & Professional Networking.

## Program Delivery Approach and Methodology

This course is practical in every sense of the word by virtue of several unique features. It is packed with practical activities in a comprehensive manner that is based on experiential learning approach, hence making it a solid, fun filled and insightful learning journey for the participants. The most appropriate and interesting methods are used including role plays, interactive discussions, individual assessments, self-help exercises and group activities.

Participative talks, case incidents and handouts, PPT presentation and inspiring & thought provoking videos. Role Plays, self-help exercises and group activities.

## Benefits

At the end of this hands-on module, participants will acquire the proven skills to have the opportunity to consider their current operation and develop an action plan to help them focus on priorities. Participants will learn how to deal with the “thieves of time” learn how to reduce distress and deal with it when it occurs, learn how to use objective setting and action plans to increase personal effectiveness. Learn how to improve his/her personal effectiveness in time constraints, work overload and stressed climate. Benefits of the course frequently reported by past participants include:

