MERCURY

Managing Priorities, Performance & Stress Training Course

19 – 30 April 2027
Geneva (Switzerland)



Dubai - UAE: +971 4 450 5697
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Ref: 1078_332631 **Date:** 19 – 30 April 2027 **Location:** Geneva (Switzerland) **Fees:** 11000 Euro

Introduction:

In an ever-increasing pace of Life and Business, removing stress and operating with heightened sensory understanding becomes even more important.

Firstly, most people deny being stressed or affected by internal or external factors. Secondly, the most important thing 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 as very or extremely stressful, citing the nature of their work, relationships at work, or their employer as the cause.

Enhancing Time Management to Reduce Stress:

In the managing priorities, performance, and stress course, you will gain an understanding and implement effective time management strategies, which is a powerful way to reduce workplace stress.

This time management training course will provide methodologies that can aid in minimizing stress by emphasizing priorities, optimizing planning, and managing the relationship between time and stress.

As a result, participants in this managing priorities, performance, and stress course gain insights into how time management minimizes stress, improving well-being and productivity.

Targeted Groups:

- Managers, Supervisors, and Team Leaders
- HR Professionals
- Employees from all departments and managerial levels

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Course Objectives:

At the end of this managing priorities, performance, and stress course, the participants will be able to:

- Identify and reduce stress in themselves and others
- Develop ways of Managing the most important element: TIME
- Take charge of their state of Mind
- Maximize performance and motivation at work
- Improve health and happiness
- Have a positive economic impact on individual and team performance
- Use NLP to change the way they think
- Identify and deal with the causes of stress and how time affects you and others
- Resolve inner conflict and reduce negative internal dialogue
- Release their full potential and achieve well-formed goals continuously
- Learn to Reframe situations and always see the positive

Targeted Competencies:

- Time management
- Stress management
- Prioritizing
- Performance management
- Communication skills
- NLP and Emotional Intelligence

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Course Content:

Unit 1: 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.

Unit 2: 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.
- Developing a proactive approach to short, medium, and long-term plans.

Unit 3: Managing Yourself:

- Investing time and effort 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.

Unit 4: 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.

Unit 5: 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.

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Unit 6: Ongoing Self-Development:

- Review your management of time at regular intervals.
- Overcoming your old habits.
- Maintaining your new standards.

Unit 7: Communicating with Excellence Getting Results:

- The Rules of Communication.
- Overcoming personal attitudes.
- Stereotypes, Prejudices, and Beliefs.
- Why do People Do What They Do and Influence for Results?

Unit 8: 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.

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Unit 9: Understanding Stress and its Causes:

- What is Stress? - Recognizing the physical and behavioral signs of stress in the Mind and Body.
- What contributes to workplace pressures? - The top ten causes.
- The impact of stress on personal performance - the positive and negative effects of stress.
- Recognizing the signs of stress in ourselves.
- Maintaining an effective balance between home and work.
- How can gaining control of your Mind reduce or eliminate stress?
- The symptoms of short-term and long-term stress.
- Recognizing your stress response and that of others.
- Learning to recognize your stress level and key stressors.
- The major causes of stress are at work and home.
- How do you develop self-belief to overcome stress?
- When stress aids performance and when stress detracts from performance.

Unit 10: Different Stress and Behavioural Patterns:

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

Unit 11: 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?