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Managing Priorities, Performance &
Stress Training Conference

11 - 22 Nov 2024
London (UK)

Managing Priorities, Performance & Stress Training Conference

Ref.: 8058_284209 **Date:** 11 - 22 Nov 2024 **Location:** London (UK) **Fees:** 9300 **Euro**

Introduction

Managing priorities effectively, enhancing performance, and mitigating stress are critical in our fast-moving world. Recognizing and proactively addressing stress in the workplace not only improves individual well-being but also contributes to organizational success. A surprising statistic reveals that one in five individuals experience significant stress at work, emphasizing the importance of mastering stress management skills.

Efficient time management is a powerful tool for alleviating stress. By mastering priorities and managing time effectively, individuals can minimize the pressure of competing deadlines and the anxiety associated with a lack of control over one's schedule. This priorities and stress with time management conference offers time management training tailored to reduce stress and enhance workplace productivity.

Understanding Priorities and Stress with Time Management

Training in stress management equips employees with the skills to identify stressors and implement effective coping strategies. Through stress management training for employees, organizations can foster a supportive environment that prioritizes well-being and recognizes the impact of stress on performance.

Proper priority management is essential for maintaining focus and achieving desired outcomes. This priorities and stress with time management conference will teach priority management training, enabling participants to efficiently balance urgent tasks and strategic objectives, substantially enhancing their management priority techniques.

By addressing the nexus of managing priorities, time management stress, and performance, attendees will learn to navigate the complex landscape of workplace demands. Including a priority management system is essential for maintaining equilibrium between these elements, driving both personal and organizational success.

Targeted Groups:

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

Conference Objectives:

At the end of this priorities and stress with time management conference, the participants will be able to:

- Identify and reduce stress in themselves and others.
- Develop ways of Managing the most essential 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:

At the end of this priorities and stress with time management conference, the participants will be able to:

- Time management.
- Stress management.
- Prioritizing.
- Performance management.
- Communication skills.
- NLP and emotional intelligence.

Conference 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 and Planning Activities:

- Effective use of diaries, time planners, and time logs.
- Criteria for prioritizing - urgent and essential.
- 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 and 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.

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.

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 critical stressors.
- The significant causes of stress at work and home.
- How do you develop self-belief to overcome stress?
- When does stress aid performance, and when does stress detract from performance?

Unit 10: Different Stress and Behavioural Patterns:

- Learning behavior types: passive, aggressive, passive-aggressive, and assertive.
- How conscious and subconscious thinking affects behavior.
- Developing self-assertiveness to achieve greater control over stress.
- Improving your communication skills to manage aggression, stress, 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 do mind-focus techniques reverse negativity into positive action?

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Registration form on the :
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