MERCURY

Methods of Organizing The Work to Reduce Organizational Stress and Tension

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Introduction:

All organizations seek to regulate their employees' behavior to ensure that tasks are completed according to their specifications and conditions. Shortcomings must be promptly identified and corrected, which means optimal time utilization, enhanced efficiency, and the ability to manage and relieve stress effectively.

We cannot always avoid stress because it is a natural phenomenon. Stress has two aspects: one positive, fostering energy and drive, and the other negative, potentially harming individual and organizational health. Understanding organizational stress and how to reduce it is crucial for maintaining a productive work environment.

Organizing Work to Alleviate Stress:

Proper organization of work tasks plays a pivotal role in reducing organizational stress and tension. By understanding work organization definitions and employing effective work organization ideas, employees and managers alike can create a more harmonious and efficient workplace.

This organizing work to reduce organizational stress course will explore ways to release stress and tension using various tools and methods, focusing on anticipating and organizing work to prevent stress from accumulating.

Target Groups:

- Head of Departments.
- Managers, Supervisors, and Team Leaders.
- HR Professionals.
- All employees across various departments.

Course Objectives:

By the end of this organizing work to reduce organizational stress course, participants will be able to:

- Follow the necessary steps and procedures for effective follow-up processes.
- Understand the conditions required to design an efficient follow-up system.
- Employ modern methods to save and optimize time.
- Identify the causes of tension and lack of concentration among workers and learn ways to confront and mitigate them.
- Acquire skills for dealing with stress.
- Handle the causes of organizational pressures and eliminate the adverse effects of work pressures and administrative stress.

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Targeted Competencies:

By the end of this organizing work to reduce organizational stress training, participants competencies will:

- Time management.
- Stress management.
- Prioritize.
- Self-organizing.

Course Content:

Unit 1: Follow-Up, Control, and Inspection:

- Understand the difference between control, follow-up, and inspection.
- Learn the importance and stages of follow-up processes.
- Learn about the characteristics and components of an effective follow-up system.
- Know the relationship between follow-up and other administrative concepts.
- Understand the necessary steps and actions to complete the follow-up process.
- Learn about duties and conditions for effective follow-up processes.

Unit 2: Follow-Up and Saving Time:

- Time properties.
- Effective time management mechanisms.
- Know the seven modern ways to save time.
- Develop habits for saving time.
- Overview of time management and prioritization.
- Prioritize as a habit of success.
- Learn about the relationship between time-saving and TQM Total Quality Management.

Unit 3: The Basics of Stress Reduction:

- Learn about symptoms and causes of stress and lack of concentration.
- Know modern psychological and behavioral methods to combat stress.
- Understand the psychological and behavioral effects of stress and lack of concentration.
- Overview of modern work organization tools and methods to reduce stress.
- Understand the sensory and practical steps to treat tension and lack of concentration.
- Learn about indicators for measuring and evaluating stress reduction steps.

Unit 4: Organizational Stress and Psychological Stress:

- Levels of organizational stress.
- Psychological stress levels.
- Know the relative importance of organizational stress sources.
- Learn about the psychological effects of positive and negative work conditions.
- Understand the effective strategies for psychological stress protection.
- Modern theories of organizational stress.
- Overview of Freudman and Rosman's theories of organizational stress.

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Unit 5: Pressures, Work Conflicts, and Administrative Stress:

- Learn about sources of conflict and organizational pressures.
- Know the types of conflicts and organizational pressures.
- Understand the consequences of stress and administrative stress.
- Learn the relationship between work pressures and organizational loyalty.
- Overview of the negative and positive effects of pressures, labor conflicts, and administrative stress.
- Stress measurement tests.