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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work

Code	City	hotel	Start	End	price	Language - Hours
MT-254SA	Riyadh	Hotel Meeting Room	2027-07-25	2027-07-29	9950 SR	En - 25

Introduction

In an ever increasing pace of Life and Business, it becomes even more important to remove stress and operate with heightened sensory acuity.

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

This course will teach you:

- The latest psychological techniques to manage stress including psychological techniques to stop internal voices, anxiety and worrying.
- Identify and deal with the causes of stress and how time affects you and others
- How to resolve inner conflict and reduce negative internal dialogue
- How apply efficient strategies for success in any area of life
- Release your full potential and achieve well-formed goals continuously

Objectives

In this seminar, delegates will be able to:

- Actively identify and reduce stress in themselves and others
- Develop ways of Managing the most Important element - TIME
- Take charge of your state of mind
- Maximizes 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 you think

Training Methodology

The most up to date Psychological Training methodology is used to present this seminar. The 4MAT System is used to create an environment of Performance. The seminar is carefully designed to address all styles of learning and to engage participants fully. Lectures and discussions are either preceded or followed by powerful individual or group exercises, relaxations and therapeutic interventions. These exercises provide opportunities for personal participation in real situations. During these exercises you discover that you can do what you are learning. This process makes the training fun filled, challenging and empowering.

Organisational Impact

- Stress is an individual physical response to a given stimulus and therefore everyone responds differently in different situations. What is acceptable for one person can be extremely stressful for another.
- Only by providing employees with a clear understanding of why they feel stress, and providing them with the ability to do something about it, can companies hope to truly protect their employees.
- This program introduces delegates to the close relationship between mind and body, how physical responses are influenced by thinking patterns, and how personal conditioning can lead to stress, task avoidance, even phobic reactions.

- Delegates are shown how to take charge for their own well being rather than relying on the company or other people. Delegates are then shown how to apply these skills with their team.
- This training seminar provides delegates with the skills and strategies to play a leading role in reducing team stress.

Personal Impact

- Reduction of Stress is a unique stress management program. It addresses problems caused by stress, by providing delegates with practical solutions for dealing with stress in any situation. Each Delegate will develop their own set of resources to deal and eliminate stress in seconds.
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- Learn to Reframe situations and always see the positive.
- Remove stress and heighten your Sensory acuity.
- Delegates learn how to relax, regain control and focus on taking personal ownership and Responsibility for their state of mind and achieve positive outcomes to any situation.

SEMINAR OUTLINE

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

Practical Time Management & Planning Activities

- Effective use of diaries, time planners, time logs, etc.

- Criteria for prioritising – 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

Managing Yourself

- Investing time and effort in order to achieve more in the future
- Your time management behaviour – preferred working styles
- Personal effectiveness – a guide to self-discipline
- Highlighting personal ‘time-stealers’ and areas of weakness

Managing Others & Meetings

- Managing people managers, colleagues, team members and customers
- Getting more things done through assertive behaviour
- Making the most of meetings as participant or chairperson

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

Delegation

- Freeing up your time
- Developing staff

Ongoing Self-development

- Reviewing your management of time at regular intervals?
- Overcoming your old habits - maintaining your new standards?

Communicating with Excellence Getting Results

- The Rules of Communication - overcoming personal attitudes. Stereotypes, Prejudices and Beliefs
- Why people do what they do and Influencing for Results

Managing Pressure in the Workplace

- Moving from reactive to proactive
- Working to priorities when everything is urgent
- Taking control through planning and time management
- Managing conflicting demands from more than one person

Understanding Stress and its Causes

- What is stress? - Recognising the physical and behavioural signs, 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
- Recognising the signs of stress in ourselves
- Maintaining an effective balance between home and work
- How gaining control of your Mind can reduce or eliminate stress
- The symptoms of short term and long term stress
- Recognizing your individual stress response and that of others
- Learning to recognize your stress level and key stressors
- The major causes of stress at work and at home
- How to develop self belief to overcome stress
- When stress aids performance and when stress detracts from performance

Different Stress and Behavioural Patterns

- Learning behaviour types: passive, aggressive, passive aggressive and assertive

- How conscious and sub-conscious thinking affects behaviour
- Developing self-assertiveness to achieve greater control over stress
- Improving your communication skills to manage aggression, stress and conflict from others

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

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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