

WORKSKILLS & PERFORMANCE COURSES

SELF LEADERSHIP – TIME & STRESS MANAGEMENT

Course overview

This training program will improve participants' skills and confidence to better manage workplace demands, stress and time pressures; to work 'smarter', be less urgency driven, be more productive and to choose 'healthier' ways of coping with demands.

Who will benefit from this course?

Anyone who feels pressured by work demands, can't seem to 'get on top of things', is not in control of time, is stressed and unable to 'switch off' or is choosing 'unhealthy' ways of coping with my work/life demands.

DURATION: 1 Day

FEE: Varies depending on venue, sector, numbers & service provided

IN-HOUSE TRAINING: By arrangement with your organisation

CUSTOMISED TRAINING: To meet the specific requirements of your service and sector

VENUE: Available Australia-wide including all remote & regional areas

Discounts for NGOs

Course overview

- Develop skills for work planning, prioritising, setting and achieving goals; managing productivity, interruptions and procrastination; maintaining equilibrium and managing change.
- Develop self-leadership skills to proactively shape your response to work/life stressors which go beyond traditional time and stress management.
- Learn skills to shift from an 'urgency addiction' paradigm to an 'importance' paradigm; and apply Covey's approach for 'Putting First Things First' to your work role.
- Develop strategies to identify meaningful change goals to increase work / life balance, and effective ways to accomplish these changes.
- Explore practical strategies which challenge the way you currently manage your work/life roles; stressors; time; priorities; reactions; and communication with others.
- Gain tools to identify how your beliefs, responses and behaviour are impacting on your management of workplace stress, performance, capacity, relationships and self-confidence.
- Develop self-leadership skills, a set of guiding values and principles, and a personal action plan which will increase meaning, personal control, work performance and motivation.
- Receive practical tools and strategies applicable to your day-to-day work / life roles.
- Practical skills development, coaching and feedback in a small highly interactive training group.

Contact us for an obligation free quote!

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