Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Management courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

195,00 €

PRICE INCL. VAT

239,85 €

including 23 % VAT

PDF SYLLABUS

Time and Stress Management

Clear overview of course topics, training scope and key information.

Managing one's time, planning and prioritizing tasks during the day has long since exceeded the framework of ordinary "time management". It is connected and related to many other challenges from different areas of our life, work and surroundings. We therefore bring you a connection of the two strongest areas of managing internal human factors: time and stress. The Time and Stress Management course will become for you an introduction and practical training of basic techniques for active self-management: self-management.

COURSE CONTENT

01 **Do you work at 150% and still do not manage everything?**

During the course you will learn methods and tools for effective planning of work activities while maintaining a time reserve for personal activities and family.

02 **Do you often hear that your co-workers or subordinates have more than they can manage?**

You will learn facts, arguments and methods for properly directing time planning and achieving improvement of work processes.

03 **Do you use time management but still have difficulty synchronizing with other people?**

We will teach you to recognize pitfalls that can disrupt your plans. You will improve time organization and learn better how to determine which days are suitable for a certain type of activities.

04 **Training Program**

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05

Time Planning - Time Management

four generations of effective time organization, setting goals and management by objectives, Eisenhower principle, performance curve, concentration curve, biorhythm, Pareto principle, "abc" method, cause-and-effect diagram, time thieves and their elimination, proactivity and reactivity

06

Self-Management - Stress Management

life values and range of life goals self-knowledge - career anchors and managing one's career, harmonizing life and work priorities, stress and a person's surroundings, active handling of one's own mental energy, what stress is, the meaning of stress, how stress arises, what the consequences of stress are, stress management techniques, identification of one's own stressors, hidden and obvious symptoms - stress triggers, self-diagnosis of stress level, types of stress reactions, ability to recognize and predict them

07

Methodology and Techniques

short relaxation techniques short theoretical inputs, group exercises and modeling situations, self-diagnosis, guided discussion, practice of short relaxation and activation techniques

08

Action Plans for Personal Development

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/time-and-stress-management