

## Managing Under Pressure

### Course Outline

The workplace is becoming ever more demanding and hectic, resulting in increasing time pressures and levels of stress - and the negative effects of stress in the workplace are well known: increased sickness and absenteeism, decreased productivity and avoidable, costly mistakes. Developing skills in time and stress management can have a real impact on productivity, and can help to ensure that individuals and teams remain healthy and motivated.

This course provides delegates with the practical support to maximise efficiency and productivity. It also shows delegates how to minimise stress for themselves and others, by managing their own and/or their team's time effectively by introducing powerful and flexible tools for use by both individuals and teams.

### KEY AIMS

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1. To assist the organisation to increase maximum performance through improved time management
2. To promote the benefits of improving time management skills in the workplace – to the individual, to the organisation and to colleagues
3. To introduce powerful and flexible tools and techniques for use by both individuals and teams within the organisation, whatever their previous experience or circumstances.
4. To enable participants to become more effective and motivated in their roles through the development of time management skills and use of tools techniques
5. To focus on key issues and challenges relating to effective time management
6. To accommodate a range of learning styles, by including a variety of group challenges, practical exercises, opportunities for personal assessment, and presentation of key techniques and strategies.

### KEY BENEFITS

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Participants will be able to:

- Ensure that important deadlines are met
- Improve personal efficiency and productivity
- Improve personal credibility and reputation
- Improve relationships with colleagues, customers and suppliers
- Respond positively to workplace challenges and pressures
- Recognize and deal effectively with workplace stress
- Plan and implement a personal time/stress management strategy

The organisation will:

- Have a more efficient and productive workforce
- Have more motivated team members
- Reduce levels of stress and sickness
- Improve staff attendance and retention

## OUTLINE PROGRAMME

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- **Working under pressure** – identifying the sources and effects of pressure at work
- **Understanding stress** – Understanding the nature and sources of workplace stress and recognising key symptoms in self and in others.
- **Building resilience to pressure and stress** – understanding the biological response to stress, identifying the 3 stages of the stress response and finding ways of meeting demands with resources
- **Strategies for managing stress** - Managing workplace stress with both short and long-term strategies
- **Time-management as stress relief** – Identifying practical stress-reducing strategies through effective management of time
- **Time wasters and stealers** – Finding solutions to effectively deal with interruptions and common time stealers
- **Time management tools** – Using a range of tools that can assist with the process of managing time
- **Taking control** – Learning how to become more proactive in order to reduce stress
- **Avoiding pressurising others** - Identifying situations in which participants may unknowingly be putting their colleagues under pressure
- **Personal development planning** - Identifying continuing personal development needs and extending learning into the workplace.

## FEEDBACK

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- “It was all very useful and interesting, particularly learning how to prioritise tasks that are important versus urgent”
- “The course will help me to plan and structure my day much more effectively and efficiently”
- “The trainer’s responsiveness to individual needs/views was excellent”
- “A very useful course – I will continue to use the methods for time management that I learnt today”
- “I can see now how my (lack of) time management put me and others under unnecessary stress – I hope that putting at least some of the tools into practice will make a big difference to me and my colleagues!”

## COST

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We understand that training is an investment - not just in terms of the cost, but also in time. We are therefore committed to providing excellent value by ensuring that our open courses are competitively priced. Unlike other inexpensive open/public courses, we deliberately restrict the number of places so you can rest assured that the training will be focused on the needs of every delegate, and will be an effective learning experience.

Fees for 1-day open courses from H2 are as follows:

- Per delegate: £275 + VAT
- 2 or more delegates: £235 + VAT each
- Self-funding individuals or delegates from not-for-profit organisations: £215 + VAT

Fees for optional comprehensive psychometric test:

- £45 + VAT per person – individual assessment (includes a report of stress factors, and personal styles ('risks' and 'resources'))

Fees are fully inclusive of:

- Course tuition / materials
- Workbook, with comprehensive reference materials / proformas
- Lunch / refreshments
- Personal action planning
- Certification (on request)
- Follow-up support (on request).

## **CONTACT**

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