



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Manage stress and organize priorities

Objectives

- Provide participants with methods of dealing with forms of conflict and tension in work.
- Define strategies to deal with labor pressures.

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

- Key Concepts of Work Stress:
- work pressure .
- Concept of working pressure.
- Stages of exposure to work pressures: warning, resistance, exhaustion.
- Sources of work pressure and its causes: personal sources, organizational sources.
- Effects of working pressure
- On productivity.
- On the physical and psychological health of the individual.
- On the individual's social life and dealing with others.
- On the performance of work

DAY 2

- Strategies for dealing with work pressures.
- Individual strategies:
- Fitness and mental health, social support, time management, dealing with others, diversifying working methods and enriching / expanding work.



- Organizational strategies: promotion, training, career enrichment, turnover, participation in decision-making, promotion of horizontal and vertical communication channels, development of organizational climate.

DAY 3

- Promote some supporting concepts.
- Training, learning and inspiration.
- Opportunities for self development.
- Transparency and distance from mood.
- Building social and functional links between employees.
- Dialogue and Respect for Feelings.
- Steps necessary to maintain the skills acquired from the program.
- Prepare the operational plan necessary to transfer the acquired skills to the practical application.

DAY 4

- The concept of time management process and its importance.
- How to make time work for you?
- Accurate and effective review of time utilization methods.
- Eliminate time wasting.
- Procrastination and delay are the beginning of the path of failure.
- The importance of working intelligently and not in abundance.
- How to set up an effective time management plan.
- Develop special strategies to overcome the main external influences
- Personal behavior that limits the effectiveness of time management and the effective completion of work.
- Contract personal commitment to business development and time management.

DAY 5

- Use the time planning system as a tool to improve performance and functionality.
- Develop specific plans to achieve specific business objectives.
- Stages of business administration.
- The advantages of the stages of business administration.
- Overcoming time constraints.
- Time Planning System.
- Practical exercises.
- Steps necessary to maintain the skills acquired from the program.
- Prepare the operational plan necessary to transfer the acquired skills to the practical application



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