



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Manpower Planning

Objectives

- Assess your personal stress levels and discover general causes of stress in the workplace
- Determine the causes and effects of stress on your actions, health and happiness
- Identify stress symptoms for you and your colleagues before they become destructive to health or performance
- Learn how you can effectively handle stress and stress in the workplace
- Adapt to changes in the routine or work environment while maintaining personal efficiency even as external stress factors increase
- Make changes to your personal behavior and practices both inside and outside the workplace

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

- What is stress? Identify physical and behavioral indicators
- What are the pressures that make up the workplace? Top ten reasons
- Effect of stress on individual performance - negative and positive effects of stress
- Discover stress indicators in ourselves
- Maintain an effective balance between home and work.



DAY 2

- Transition from the reaction stage to the effect stage
- Work on priorities in urgent situations
- Control things through planning and time management
- Organize the conflicting needs of more than one person
- Dealing with others in stressful work conditions
- Identify the stress indicators of the other

DAY 3

- Passive, aggressive and criminal behavior
- Responding to aggressive and passive people
- Self-development - more control
- Submission and rejection of applications
- Solutions and stress management
- Overcoming stress
- Self-motivation - Maintain your self-motivation
- Stress as an Energy Source - Converting anxiety into positive feelings
- Crisis management - how to live with it and what to do about it

DAY 4

- Weekly stress record
- Stress sharing
- Methods of coping with stress
- Admin methods
- Staff-specific methods
- Express your feelings
- Venting for stress and safety valves
- Case Study 1: Adaptation to Stress

DAY 5

- Select directions
- Develop a strategy
- Adopting a positive attitude
- Coordinate and organize your office
- Study of work plans
- time management
- Effective Communication
- Make sure to achieve internal balance



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