



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Resolving functional conflicts

Objectives

- Inform participants of the importance of time and its characteristics
- Inform participants of the courses and techniques that enable them to make use of their time.
- Enable participants to manage their time with efficiency and efficiency
- Enable participants to manage the crises they face in the daily work environment and provide them with the skills necessary to deal with these crises.
- Enable participants to face the pressures of working and deal with the tensions they face within the framework of work

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

- Introduction to the concept and importance of time management and its characteristics and advantages
- How to control the waste of time.
- Modern tools and techniques reduce wasted time.
- McKenzie and Angstrom in Time Management.
- Time management impediments, methods of managing and controlling them.
- Sources of stress, anxiety and stress in the work environment
- The concept of crises and disasters and the difference between them.



DAY 2

- Characteristics of different crises and their manifestations.
- Types of causes, causes and causes.
- The life cycle of the crises and the characteristics of each stage of their life cycle.
- Applications of Linguistic Programming in the Elimination of Stress and Stress

DAY 3

- Methods of sensing, controlling and eliminating crises before birth
- Methods and methods of dealing with crises.
- The concept of stress and stress of work and its causes.
- Methods and methods of dealing with pain and stress resulting from work.
- The impact of internal training in the face of work pressures.
- The Seven Commandments in Managing Crisis and Facing Stress.

DAY 4

- Reasons for work pressure and mechanism to address.
- Applications of Linguistic Programming in the Elimination of Stress and Stress.
- Methods of sensing, controlling and eliminating crises before birth

DAY 5

- Methods and methods of dealing with crises.
- The concept of stress and stress of work and its causes.
- Methods and methods of dealing with pain and stress resulting from work.
- The impact of internal training in the face of work pressures.
- The Seven Commandments in Managing Crisis and Facing Stress.
- Reasons for work pressure and mechanism to address.



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