

Time & Stress Management Training Program (English Material)

Course Length: 8 Hours @ 2 days (Includes Coffee Break and Lunch)

Objective:

At the end of this course you will be able to manager your time in an effective way , that is going to reduce your stress , making you feel more comfortable by finishing all the assigned tasks while still having time to enjoy with family or friends , & will lead you generally towards a more productive happy life .

Topics:

- Time management
 - Introduction
 - Why do you need to manage your time?
 - Testing time
 - Making time analysis to determine time wasters
 - Time survey exercise
 - Ways to achieve effective time management
 - Case study and experiences from the work place
- Stress management
 - Introduction
 - Different types of stressors
 - What to do about stress