

Enhance Your Productivity at Work

A 2-day workshop for corporations, government institutions, and medium-sized enterprises

Course Objectives

- Explore both practical and systematic techniques in managing stress
- Learn on the strategic and systematic techniques in dealing with importance and urgency
- Discover the strategies to build strong and effective organization teams

Who Should Attend

Executives and non-executives from all management fields, both technical and non-technical

Module Outline

Module 1: Practical Approach in Managing Stress

- Common causes of stress at workplace
- Workplace stress implications
- Practical ways to relieve stress
 - How to relax the mind
 - How to relax the body
- Stress relief ways that should be avoided

Module 2: Systematic Approach in Managing Stress

- The four A's of stress management
 - Avoid-Alter-Accept-Adapt

Module 3: Importance and Urgency

- Understanding the relationship
- Systematic techniques in identifying importance and urgency
 - Eisenhower decision matrix
 - ABC analysis
- Tips on how to organize time better

Module 4: Working Better as a Team

- Enhancing teamwork
 - What breaks a team
 - Best characteristics of a team
 - Strategies to build strong and effective organization teams