



Overview:

This program helps you to understand the causes of stress and how it affects at different levels of your personality. If you are experiencing stress and anxiety, here are some powerful stress management resources to help you.

Benefits:

- Reduces harmful stress levels
- Improves physical and physiological health
- Improves coping skills
- Improves relationships
- Enables you to feel more energized
- Encourages a Positive Attitude
- Develops the ability to perceive events from different points of view

Training Topics:

Planning & Prioritising

- Getting Organised
- Creating a To-Do list
 - Activity Logs
 - Analyzing Your Time Log
 - To-Do Lists
- Managing Distractions effectively
 - Identifying time robbers and putting specific action plan to overcome it
- Prioritizing activities and tasks – Daily – Weekly – Monthly
 - Creating the Action Plan

Stress Management

- What is Stress?
- Types of Stress
- Symptoms of work stress
- Causes of Harmful Work Stress
- Personality and Stress Questionnaire



- The Power of Perception
- Reaction to Stress

Activity 1

- Managing Stress

Training Hours:

The duration of the training program will be 8 hours

Training Methodology:

- PowerPoint Presentation
- Role Plays
- Games and Group Activities
- Case Studies

Resources Required:

- Momentum Training Solutions will conduct the training
- Maximum number of participants to a class will be 15
- The training will be conducted at a venue organized by client
- The following will be provided by the client:
 - Handouts will be printed/photocopied
 - An LCD projector
 - Audio speakers