2-day Stress and Burnout; Time, Meetings and Priorities Management

Course Description

A 2-day intensive, interactive, reflective course that helps participants analyse their current use of working time and understand how to decrease their daily stress and avoid burnout; use their time efficiently, regain control by actively managing emails, interruptions and phone calls, and manage meetings effectively. This course focuses on hands-on exercises, self-awareness and teamwork. It is suited to all staff members.

Content Outline

Stress and Burnout Management:
What is stress?
What are the signals?
My own stress levels and triggers
Reducing stress
How to use positive stress
Avoiding burnout

Time and Priorities Management:
How to make time work for you
Personal productivity
Setting priorities
Using checklists and deadlines
Goal setting

Meeting Management:
Roles and Responsibilities
Is this meeting necessary?
The meeting process
Ground rules
8 steps to success

Email Management
Do's and Don'ts
Email Etiquette

Methods

We send out pre-workshop questionnaires, to prepare the participants.

The workshop is interactive, fun, and interesting. We keep the participants actively involved throughout these intensive 2 days, using a little theory, and then immediately practicing in a safe, comfortable environment.

Participants walk out with real skills that they can start to apply immediately.