

**MANAGING YOURSELF AND AVOIDING STRESS**

<p><b>Main Aim and Key Benefits:</b></p>	<p>This one day course will help delegates to identify their strengths and weaknesses in time management and give them the tools to set SMART objectives. It will also cover how to identify the causes of stress and how a simple stress management technique could help to reduce stress or its effect.</p>
<p><b>Course Content</b></p>	<ul style="list-style-type: none"> <li>• Effective time management</li> <li>• Achieving personal objectives</li> <li>• Setting Priorities</li> <li>• Maintenance and progress tasks</li> <li>• To-do Lists</li> <li>• Stress awareness – What is stress?</li> <li>• Causes and effects</li> <li>• Typical symptoms</li> <li>• Managing stress</li> <li>• Personal action plan</li> </ul>
<p><b>Training Methods:</b></p>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Group discussions and exercises</li> </ul>
<p><b>Who will benefit from attending:</b></p>	<p>Bursars, Assistant Bursars, Managers and Supervisors who have the responsibility for measuring performance.</p>
<p><b>Duration:</b></p>	<p>1 day</p>
<p><b>Certification:</b></p>	<p>OBT and Progressive Training</p>
<p><b>Training Provider:</b></p>	<p>Progressive Training</p>