



OBT

## OBT Course Outline

### 10. MANAGING YOURSELF

<b><i>Main Aims and Key Benefits:</i></b>	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
<b><i>Course Content:</i></b>	<ul style="list-style-type: none"><li>▪ Effective time management</li><li>▪ Setting personal objectives</li><li>▪ Prioritising workload</li><li>▪ Maintenance and Progress tasks</li><li>▪ Using 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 Plans</li></ul>
<b><i>Training Methods:</i></b>	<ul style="list-style-type: none"><li>▪ Presentations</li><li>▪ Syndicate exercises</li><li>▪ Practical exercises</li><li>▪ Group discussions</li></ul>
<b><i>Who will benefit:</i></b>	Bursars, Assistant Bursars, Managers and Supervisors
<b><i>Duration:</i></b>	1 day
<b><i>Certification:</i></b>	OBT and Progressive Training
<b><i>Training Provider:</i></b>	Progressive Training