

Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

Managing Pressure And Maintaining Balance

Course Overview

When things are extremely busy at work and you have your hands full with many tasks and dealing with difficult people, having skills you can draw on are essential for peace of mind and growth.

This one-day course helps delegates understand the causes and costs of workplace pressure, the benefits of creating balance, and how to identify pressure points.

Delegates will also learn how to apply emotional intelligence, increase optimism and resilience, whilst developing strategies for getting ahead.

Course Objectives

This one-day workshop will teach delegates how to:

- Apply a direct understanding of pressure points and their costs and payoffs.
- Speak in terms related to emotional intelligence, optimism, and resilience.
- Create a personalized toolkit for managing stressors and anger.
- Work on priorities and achieve defined goals.

Prerequisite

There are no prerequisites for this course.

Duration

- 1 Day



Course Outline

Under Pressure!

To begin the course, delegates will explore the causes and costs of workplace pressure as well as the benefits of creating balance. Delegates will also learn what their pre-assignment score means.

Getting to the Heart of the Matter

Next, delegates will learn how to identify their pressure points and create an action plan to manage them. They will also learn some tips for facing problems and when to seek help.

Emotional Intelligence

In this session, delegates will learn about the seven human emotions and Plutchik's wheel of emotions. They will also learn how to validate emotions in others, build optimism, and develop resilience.

Coping Toolkit

This session will give delegates some ways to manage stress, cope with anger, and express themselves assertively.

Getting Organized

To wrap things up, delegates will learn some ways to get organized and reduce pressure.

Workshop Wrap-Up

At the end of the course, delegates will have an opportunity to ask questions and fill out an action plan.