

TIME & STRESS MANAGEMENT IN THE NEW WORLD OF WORK

kumalogreen
FOCUSED ON RESULTS



Length: 1 Day (8:30 – 16:30)

ABOUT THIS TRAINING

The intensity and constantly changing demands and expectations of life today means that we must not only understand stress but develop coping mechanisms and positive life changes to experience health and happiness on a continual basis. This workshop will explore the many facets of stress and give practical solutions and plans of actions in work and personal scenarios.

WHO SHOULD ATTEND

The workshop is for managers, supervisors, administrators, office professionals and anyone who is experiencing the effects of stress or who wants to develop personally and professionally in creating life/work balance. Particularly helpful for those struggling to cope whilst working remotely and adapting to the “new normal” brought on by Covid.

WHAT WILL I LEARN?

- How to plan and organise your workload using personal and organisational priorities
- The impact of stress on personal effectiveness
- How to use personal load shedding to manage stress
- How to manage distractions that could be contributing to your stress
- Setting boundaries and routines
- Communicating in the virtual space and how this can alleviate or worsen your stress and anxiety

COURSE OUTLINE

Module 1: Defining the priorities

- Understand the importance of prioritising your work and life
- Organise an effective working environment

Module 2: Time management for productivity

- Understand the need for personal and professional productivity
- Personal strengths and weaknesses in current work processes

Module 3: Creating a time-efficient environment

- Organising tasks and paper systems
- List, diary and reminder systems that work

Module 4: Saving time through clear communication

- Delegating correctly – upwards and downwards
- Assertiveness as a time saver

Module 5: Identify top time wasters

- Help for procrastinators - eliminating procrastination time traps

Module 6: Understanding stress

- The good, the bad and the ugly signs of stress
- The stress cascade in the body

Module 7: Strategies to manage stress

- Managing the adaption stages of stress
- Relaxation techniques and brain balance
- Change your attitude, change your health

CONTACT US



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Pricing

WHAT'S INCLUDED:

- A trainer who is a subject matter expert
- A comprehensive learner guide packed with practical tips (PDF for virtual / printed for face-to-face training)
- Digital certificate of attendance
- Post-training Trainer Report

WHAT THE CLIENT WILL PROVIDE:

Option1: Virtual Instructor Led Training

- Fast, reliable internet connection
- Computer / laptop for each participant - capable of using the meeting software (Zoom or Microsoft teams) and fitted with a microphone and camera
- Printing facilities - should the delegates wish to print their course material before the training

Option 2: Face-to-Face Training

- The training venue, refreshments, and meals for the delegates and the trainer
- All audio-visual equipment: data projector, flipchart/whiteboard and pens
- Pen and paper for the delegates
- Trainer's air or road travel (@R 3.50 pkm) expenses and accommodation for training further than Johannesburg or Pretoria.

PRICING TABLE 1 DAY TRAINING COURSE:

Number of Delegates	Price per delegate for 1 Day Training Course (excl. VAT)	Total cost per group based on the number of people attending (excl. VAT)
4	R 3 255	R 13 020
5	R 2 604	R 13 020
6	R 2 170	R 13 020
7	R 1 901	R 13 307
8	R 1 698	R 13 584
9	R 1 540	R 13 860
10	R 1 416	R 14 160
11	R 1 303	R 14 333
12	R 1 227	R 14 724
13	R 1 154	R 15 002
14	R 1 092	R 15 288
15	R 1 038	R 15 570
16	R 990	R 15 840
17	R 950	R 16 150
18	R 913	R 16 434
19	R 880	R 16 720
20	R 850	R 17 000

*Terms & Conditions Apply. Prices change depending on number of delegates trained.
Please request a formal quotation.