

# STRESS MANAGEMENT WORKSHOP



Business success through people

**17 & 18 November 2010**  
**Midrand Conference Centre, Midrand,**  
**Johannesburg, South Africa**

## YOUR PRESENTER

***Daphne Els***

Daphne has 20 years experience in human resources and business strategy as well as line management, focusing on project delivery and execution in strategy, organizational development, career development and training needs assessment and development.

Her areas of expertise are project management, acting as Skills Development Facilitator and change management. She has consulted to organisations ranging from small, to blue-chip, including governmental organisations.



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## Conference Programme

# Stress Management

**Are your employees unable to produce results due to high levels of stress and lack of time management?**

**Learners will understand personal relationships and stress and complete a Coping and Stress profile!**

## PURPOSE

Time and Stress Management is intended for any person who is unable to perform their daily functions due to stressful working conditions or environments, or who are unable to manage their time effectively.

## Duration

Learners attend a 2-day classroom-based training workshop

**NQF Level: 5**

## Learning materials

Each learner receives a Learner Guide containing readings, activities, case studies and application guides

## Learning Outcomes

Learners will be able to:

- What is stress and how does it manifest in the workplace and at home?
  - Identify positive and negative stress
  - Recognising the symptoms of stress in self and others
    - Coping strategies
    - Reducing Stress
  - Making choices, pro-active vs re-active
    - Clarifying responsibilities
    - Prioritisation of tasks
    - Important vs urgent
  - Discovering what drives you
- Aligning personal / corporate mission and vision as a motivator
  - Effectiveness vs efficiency
  - Effective delegation
  - Planning effectively
- Creating conditions of empowerment (for self and others)
  - Supporting colleagues
  - Working smart not hard
  - Managing your lifestyle

## Life Skills Training

Learning Goal:

To examine the role of stress management skills as an aspect of work ethic, to better appreciate its importance in the workplace, and to develop strategies for improving personal time management strategies.

Lesson objectives:

At the end of this workshop, learners will be able to explain and apply the process of stress management within the working environment and within your personal life.

## **CONFERENCE FEE:**

# Stress Management

**ZAR 4 500.00 excl VAT**

**For more information contact:**

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