



*Training Course:  
Office Stress Management and Stress Deduction*

*2 - 6 September 2024  
Accra (Ghana)*

## Training Course: Office Stress Management and Stress Deduction

Training Course code: OM234838 From: 2 - 6 September 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction:

In an ever-increasing pace of Life and Business, it becomes even more important to remove stress and operate with heightened sensory acuity. As the cost of stress to the employer continues to grow, organizations must recognize stress in their employees and train management to manage stress productively. A recent survey showed that 1 in 5 people report their work to be very or extremely stressful, citing the nature of their work, relationships at work, or their employer as the cause.

It has been stated, that "The ability to communicate well" is ranked the number one key to success, by leaders in business, politics and the professions. To be really successful in business, it is essential to learn, appropriate, practice and develop, vitally effective communication skills, both on a one-to-one basis, and to small and large groups. This two-module seminar covers these strategic areas in a unique, proactive manner, and result in top-quality performance.

### Course Objectives:

At the end of this course the participants will be able to:

- Identify and reduce stress in themselves and others.
- Develop ways of Managing the most Important element - TIME.
- Maximizes performance and motivation at work.
- See how every area of life is affected by Communication.
- Upgrade their personal communication and presentation skills.

### Targeted Audience:

- Managers & Supervisors
- Team leaders
- Employees who want to gain great skills & knowledge to improve their career

### Course Outlines:

#### Unit 1: Managing Your Job:

- Managing yourself and the resources at your disposal.
- What are you and your team trying to achieve?
- Defining your objectives and key result areas.
- Establishing responsibilities and priorities.

#### Unit 2: Practical Time Management & Planning Activities:

- Effective use of diaries, time planners, time logs, etc.
- Criteria for prioritizing - urgent and important.
- Planning and scheduling your activities.

- Dealing with interruptions and distractions - staying focused.
- Managing time under pressure.
- Developing a proactive approach to short, medium, and long term plans.

### Unit 3: Managing Yourself:

- Investing time and effort in order to achieve more in the future.
- Your time management behavior - preferred working styles.
- Personal effectiveness - a guide to self-discipline.
- Highlighting personal "time-stealers" and areas of weakness.

### Unit 4: Managing Others & Meetings:

- Managing people managers, colleagues, team members, and customers.
- Getting more things done through assertive behavior.
- Making the most of meetings as participants or chairperson.

### Unit 5:

#### Effective Delegation:

- The rules of effective delegation - overcoming personal preferences and prejudices.
- Using delegation as a means of coordinating the workload of your team/department.

#### Delegation:

- Freeing up your time.
- Developing staff.

#### Ongoing Self-development:

- Reviewing your management of time at regular intervals?
- Overcoming your old habits - maintaining your new standards?

## Registration form on the Training Course: Office Stress Management and Stress Deduction

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

Telephone:  
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