

maintain a calm, focused and organised approach to work - effective stress management

fmi course number: PE06

Duration
1 day

.....course overview

In times of rapid change there is a need to maintain a calm, focused and organised approach to work. This helps reduce stress in a performance driven work environment. Stress can affect people's health and wellbeing and can also make their work less effective. The effective management of work and attitudes to control stress is a useful and sometimes essential part of the "toolkit" of managers and team members.

This unique program is based upon three fundamental strategies to maintain a calm, focused and organised approach to work and so manage stress effectively:

The **first** strategy is to maintain focus and organisation and so reduce the external stressors. This uses approaches such as taking the helicopter view to maintain focus, reorganising work, improving planning, more effective time management and creating better workplace relationships.

The **second** strategy is to reduce the impact of the stressors on the self. This involves looking at the way we think about work and the course uses the findings of cognitive psychological research and emotional intelligence to help us develop ways to reduce the impact of stressors.

The **third** strategy is to reduce the internal effects of stress. This can be done through enhancing health in both body and mind. We also look at results of relaxation focused practices as well as basic relaxation exercises.

This is a very practical based program that will give both immediate and long term benefit to managing stress at work and so help improve both individuals and the organisation they work for.



.....key content

- Maintain focus and organisation to stay calm
- Analysing key stressors in your workplace
- Setting stress management goals
- Reduce the external stressors though better work focus and organisation
- Reduce impact of the stressors
- Reduce the internal effects of stress
- Your action plan for improved stress management

.....what objectives can I achieve?

1. Maintain focus and organisation to stay calm
2. Identify key stressors in your workplace
3. Reduce the external stressors
4. Reduce impact of the stressors
4. Reduce the internal effects of stress



Who this course is useful for

All people who would benefit from an increased ability to maintain a calm, focused and organised approach to work manage stress as part of their role at work

Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

Assessment

There is no formal assessment in this course

Dates and locations

This course is offered as a public course and as an on-site course. Please contact us to discuss delivery options

Fees

For fees please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course.

Coaching

Fmi can provide individual or small group coaching to support this course.

Booking

To book, phone +6129660 0199

Email fmi to find out how we can help you:

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