

WEBINAR: Effective Time and Stress Management



Overview

As a professional, whatever your role is, time is your most valuable asset. The time management topic will be discussed to offer enhancement on personal productivity through time management. The stress management topic will be discussed to help anyone encountering pressure in the working environment and who would like to feel better equipped to handle it.

Objectives

At the end of the program, the participants should be able to:

- Understand time management
- Apply techniques on prioritization, delegation and goal-setting
- Learn how to manage stress
- Learn how to see stress as an opportunity for personal growth and development and not a threat.

Who Should Participate

- Entrepreneurs, supervisors, managers
- Employees from all levels
- Those who want to learn how to manage time and deal with identified stressors

Key Topics

Part I. Time Management

I. Time Management Matrix

II. Organization

III. Six Characteristics of Good Organizing Tool

IV. Time Management via Self Management

Part II. Stress Management

I. Identifying Stressors

II. Emotional and Physical Reactions

III. Recognizing What You Can Change

IV. Reducing the Intensity of Emotional Reactions

V. Moderating Physical Reactions to Stress

VI. Building Physical Reserves

VII. Maintaining Emotional Reserves

VIII. Meditation Techniques

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Duration

- 3 hours

Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

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