



Pakistan Society for
Training & Development

Time & Stress Management



Course Outline

The nature, sources and causes of stress

- What does stress mean to you?
- Nature of stress
- Sources of stress
- Causes of stress

Develop a Positive Mindset to handle Stress

- Positive Thinking, Neutral Thinking and Negative Thinking
- Law of Attraction
- Video on The Secret Time 12 minutes

Coping with and managing stress in the workplace and at home

- Discovering your stress index
- Recognising stress in self and others

Consequences of stress

- Managing stress in the workplace (Stressresponse analysis)
- Coping with stress
- The reason for Stress at Work and how to handle it (Team Discussion & Role Plays)

Making effective and efficient use of your time

- What is time management
- How well do you manage your time?
- Time Wasters

Time management tools

- Tools for effective use of your time
- Prioritising tasks
- Time management matrix
- Action plans

Communication Skills for Effectiveness

- Body Language, Voice Tone and Words
- Learn to disagree with colleagues in a positive way
- Learn to say NO without offending anyone

Delegation to Manage time well

- Delegation defined
- 5 steps of delegation
- Mistakes made in delegation



Trainer's profile:

Baseer Sami

Baseer has been working as a motivational speaker/corporate trainer with companies based in UAE, Oman, Kingdom of Bahrain, Sri Lanka, Qatar and Pakistan. Baseer is a specialist in change management and has intensive experience in corporate trainings and sales conferences. His style is highly interactive with practical industry related case studies and activities. His energy is contagious. Mr. Baseer has trained around 4,500 executives who were entry level executives, middle managers and directors. He has also coached CEOs and Directors in Leadership style.

Some of the clients includes Siemens, Unilever, Engro, Ghulam Farooq Group, Style Textiles, Interloop, Nishat Mills.

Who should attend

- Those responsible for teams who are looking to develop techniques to manage time & stress effectively.
- Managers working in high-pressure environments looking to prevent stress becoming an issue.
- Teams who want to develop a balanced and stress-free culture and environment.
- Individuals where time & stress is affecting their performance and their personality.

LAHORE

15th February 2018 | 9:00am - 5:00pm | Lahore

Workshop Investment: PKR 28,500 + GST (Fee per participant)

FOR REGISTRATION DETAILS PLEASE CONTACT

Mehwish Iqbal: +92 321 9433622
Landline: +92 42 35781927-8
Email: register@pstd.com.pk

Bring this Program In-House

This workshop can be customized to suit specific needs of your organization which may lead to significant savings and avoid difficulties. Please contact

Kunwar Ashar

Mobile: +92 345 41949000, +92 342 4122888
Landline: +92-42 35781928
Email: kunwar.ashar@pstd.com.pk

Payment Terms - Please deposit the course fee in advance. Kindly prepare the cheque in favor of "Pakistan Society for Training and Development (PSTD)" and address it to Plot # TC-3, 34th Street, Off Kh-e-Seher, Phase 5 Ext. DHA Karachi along with the copy of this registration form. Please note that PSTD Cancellation Policy is activated as soon as an invoice is received by the client.

PSTD Cancellation Policy - Cancellations made at least 5 working days prior to the program will be refunded 50%. If a booking is cancelled in less than 5 working days, no refunds can be given. Cancellations must be confirmed by a letter or email. Substitutions may be made at any time for the same program only. In case of the participant not showing up on the day of the training a replacement can be sent.