

# How to Manage Stress & Get a Work Life Balance

## Course Overview - Full Day

We live in high pressure, fast changing, disruptive times. People are impacted by all kinds of pressure both in their workplace and their personal lives. Often, it's hard to separate the two.

There is no formula guaranteeing a stress-free life. However, using stress-management tools and having a work life balance can help to maintain productivity, and minimise the negative impact of stress. This course is designed to develop the skills which will assist you to handle high pressure situations and strengthen your ability to build stress resilience, particularly in the workplace.

## Course Structure

### Understand Stress

What is 'stress', the symptoms, and the difference between positive and negative stress. Identify personal stress triggers and set an action plan for managing them.

### Self-Management

Learn principles of effective time management and identify top time wasters. Implement strategies to increase personal productivity, manage workflow and to be more focused.

### Remain Professional Under Pressure

How to regain control and perspective when under fire. Focus on 'Circle of Direct Control'. How to focus on what matters by prioritising and dealing with issues in a timely manner. Learn high-value problem solving techniques and worry control skills.

### Work Life Balance

How to get a balance between 5 areas – Work, Relationships, Health, Leisure, and Self-improvement. Determine your values and priorities, what constitutes success in each area.

### Build Stress Resilience

What to do to prevent stress, what to do when you are under pressure and what will help you bounce back quickly. Practical, easy-to-apply tools which can be used at any time to minimise the negative impact of ongoing pressure and stress.

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### Course Dates & Prices

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|------------------|-----------------------------------------------------------------------------------------------------------------------|
| Course Dates:    | Please refer to our website for upcoming dates <a href="http://innovativetraining.co.nz">innovativetraining.co.nz</a> |
| Investment:      | Standard Fee: \$650 + GST   Early Bird Fee: \$595 + GST                                                               |
| Duration:        | A full day course, starting at 9.00am and concluding at 4.00pm.                                                       |
| Location:        | Registered course attendees will be provided with full venue details.                                                 |
| Limited Numbers: | Courses are limited to 10 participants. Please register early to avoid disappointment.                                |
| Inclusions:      | Highly experienced trainer, a comprehensive manual, ITS Certificate of Achievement, lunch and refreshments.           |

### Training Outcomes

- › Enhanced understanding of what is stress and how to recognise the signs.
- › Uses course tools to manage workflow and deals with issues in a timely manner.
- › Better use of time by setting boundaries, dealing with assumptions and expectations.
- › Focuses on 'Circle of Direct Control' to determine where to put energy/time/focus.
- › Recognises the importance of a work life balance and areas that need attention.
- › Applies the different tools for problem solving and gaining consensus.
- › Demonstrates increased self-confidence in managing confrontational conversations.
- › Maintains productivity through better self-management when under pressure and stress.
- › Recognises personal stress triggers and uses course tools to manage response.
- › Produces a 3-week Action Plan to apply training in real-worktime.

#### Please Note

We can facilitate this course in-house for your business and customise the content to suit your requirements. To discuss your needs, get-in-touch by email: [enquiry@innovativetraining.co.nz](mailto:enquiry@innovativetraining.co.nz) or call us 0800 545456.