

## **WORK BETTER, FEEL BETTER: EFFECTIVE WORKING**

### **Aim:**

To identify particular time and stress management challenges at work; to explore a range of practical techniques for managing these issues proactively; and generally enabling you to operate more effectively in work - and in life!

### **Objectives:**

By the end of the course delegates will have:

- Kept a time log, analysed it and identified particular "time bandits"
- Learned some key time management techniques and how to apply them
- Completed a questionnaire, identifying workplace "stress triggers"
- Learned about key stress management and basic relaxation techniques
- Created a confidential Action Plan for creating an optimal work/life approach

Numbers:	12 maximum
Duration:	1 day
Style:	Interactive, participative, confidential
Pre course work:	1 week personal time log
Suitable for:	Individuals keen to work more effectively and achieve a better work/life balance

### **WORK BETTER, FEEL BETTER – course descriptor**

Effective working enables you to deliver your work on time and on budget, while avoiding stress and burnout. By enabling you to identify particular stressors and "Time Bandits" in your life, this course offers practical solutions and techniques for proactively avoiding or managing these challenges, allowing you to establish an effective, satisfying work/life approach.