

Managing Pressure at Work - One Day

This workshop is designed to raise awareness of stress and its symptoms and to provide a range of techniques and tips to enable individuals to manage pressure more effectively in the workplace. This workshop consists of tips, techniques and activities to enable people to be aware of and manage their own pressure levels and to make the best use of time so relieving pressure on themselves and others.

CONTENT

Explore stress and its symptoms

- Definitions, symptoms and the pressure performance curve
- Is stress always bad?
- Perceived or real?

Stages and physiological effects of stress

- What happens to us under pressure?
- Top 5 stressors explored
- Personality type and stress

Managing time and work to control pressure

- Questionnaire
- Goal setting and planning
- Prioritisation
- Saying No
- Delegation to relieve pressure
- Communicating Assertively
- Personal Organisation (Desk, e-mail, etc)

Pressure Management Tools

- Stability Zones
- Tips and Techniques for CALM

Produce and commit to implementing your pressure management action plan

