

Time and Stress Management

What Can You Expect?

This accredited course looks at the causes of time and stress management difficulties and offers practical solutions. By learning the skills to manage time effectively, delegates will be able to contribute towards both company and personal goals, be more effective at work and achieve greater work / life balance.

Who Should Attend?

All employees who need to learn to prioritise time and work including team leaders and supervisors. Employees that feel overwhelmed with their workload or life and want to take back control.

2 Day Course Content

- Make better use of time by Creating a Task List
- Prioritise Personal and Team Tasks
- Implement and Maintain a Personal and Team Task List
- Using and Maintaining a Diary
- Practical diary management
- Manage and control interruptions
- Have a clear understanding of Stress and what causes it
- Stress Response
- Coping Mechanisms
- Common Symptoms of Stress
- Positive Stress
- Developing a Stress Management Programme

Assessment Strategy

Keybase is accredited with the Services Seta. The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard(s). Learners are required to successfully complete both Formative and Summative assessments.

Unit Standard Alignment

SAQA ID: 24811

NQF Level: 4

Credits: 5

US Title: Prioritise time and work for self and others

This course is interactive and includes role-plays, group discussions, and practical activities to ensure a clear understanding of each topic.



Services Seta Accreditation No: 4135



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