



Arabian Institute For Training

Work Smarter

INTRODUCTION

- Today's workforce is experiencing high demands in the workplace and at home. Depending on what's happening in different areas of our life, it's how we respond to these demands that may add to our stress levels. This training course offers time management, stress management and prioritization strategies that people can use every day.

Participants attending this Work Smarter training course will develop the following skills:

- Nurture healthy leadership habits
- Understand emotional responses and how to respond accordingly
- Techniques to prioritize tasks in the workplace and at home
- Improve stress management abilities
- Support their organisation by delegating effectively

OBJECTIVES

This Work Smarter training course aims to help participants achieve the following objectives:

- Identify the leader's workload
- Understand the importance of being aware of his or her emotions, habits and personality
- Realize the importance of controlling emotions for healthy leadership
- Cultivate skills for efficient time planning
- Identify areas in the workload that can be delegated
- Learn how to give constructive feedback to others
- Use strategies to cope with stress
- Prioritize and plan work tasks for productivity

TRAINING METHODOLOGY

- This training course combines presentations with practical examples, supported by video material and case studies to provide maximum benefit to the delegates. Delegates will be encouraged to contribute in relating workplace experiences.

ORGANISATIONAL IMPACT

- Improve efficiency in the organization
 - Team members work smarter
 - Reduce stress in work teams
 - Cultivate the ability to manage relationships & build networks
 - Innovative teamwork & corporate transformation
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PERSONAL IMPACT

- Better skills to motivate own self
- Applying stress management skills
- Better time management techniques
- Delegation skills to obtain optimal team performance
- Handling pressure by setting the right priorities

WHO SHOULD ATTEND?

- Anyone who wants to learn how to manage time and stress
- Leadership Roles
- Managers and Supervisors

Course Outline

Develop Healthy Leadership

- Workload Analysis
- Improving Personal Productivity
- Understanding Emotions, Habits and Personality
- Learn How to Control Emotions
- Strategies to Cultivate Healthy Leadership
- Case Study of Exemplary Leadership

Make More Time

- Putting Life into Perspective
- Changing our Perspective
- Setting SPIRIT Goals
- Guidelines for Efficient Planning
- Finding Ways to Delegate
- Tips to Avoid Procrastination

Successful Delegation

- Why Delegate?
 - Deciding What to Delegate
 - Levels of Delegation
 - Choosing the Right Person
 - Practicing Delegation
 - Giving Constructive Feedback
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Reduce Your Stress

- Understanding Stress
- Taking Care of Your Body and Mind
- Mental Strategies
- The Triple A Approach
- Managing Workplace Stress
- Strategies to Cope with Everyday Stress

Effective Prioritization

- Benefits of Prioritization
- Steps to Prioritize Your Work
- Exercises to Determine Priorities
- Prioritization Tools
- Case Study of Prioritization
- Personal Action Plan



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