

Handling Stress / Coping with Pressure

Course Overview

FOR: All levels of Management and staff who want to learn practical tools to enable them to maintain focus, productivity and manage stress/pressure more effectively.

COURSE OBJECTIVES: Research shows that prolonged stress, when not addressed creates health problems, depletes energy and impairs performance. In this course you will gain understanding of the difference between positive stress and negative stress and how to manage your response to pressure. You will be shown effective techniques which help to build stress resilience and minimise the impact of future stress/pressure.

CONTENT:

Regain Balance - learn how to get a balance between the four quadrants of life – Work, Relationships, Health & Leisure and Self-improvement. Looks at success, values and priorities.

Understand Stress - gain understanding of what is 'stress', the symptoms, 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. Strategies to increase personal productivity and to be more focused.

Remain Professional Under Pressure – regain control and perspective, focus on what matters, prioritising, problem solving techniques and worry control skills.

Build Stress Resilience - proven relaxation techniques plus practical, easy to apply tools which can be used at anytime to minimise the negative impact of pressure and stress.

Course is 1 day – start 9am, finish 4pm

Fee: \$495+GST per person

Course dates for Auckland:

18 November 2009, 23 February, 18 May, 17 August, 23 November 2010

- **This course is limited to 10 participants. Early registration is vital.**

We can present this course in-house for you and tailor the content to meet your learning & development objectives.

PRELIMINARY BOOKING FORM

Print this form, complete it and authorise where indicated. Please write clearly.
Then return to us by fax to: (+64 9) 360 2180 or email to admin@innovativetraining.co.nz

Name of Attendee: _____ Position: _____

Phone Number: _____ Email: _____

Company/Organisation: _____

Postal Address: _____

Please tick which course you would like to attend or your staff member to attend:

- | | |
|---|---|
| <input type="checkbox"/> Developing the Leader in You | <input type="checkbox"/> Handling Stress and Coping with Pressure |
| <input type="checkbox"/> Time Management for Managers | <input type="checkbox"/> Dealing with Difficult People and Situations |
| <input type="checkbox"/> Business Writing | <input type="checkbox"/> The Exceptional Secretary |
| <input type="checkbox"/> Presentation Skills - Fundamentals of Presenting | <input type="checkbox"/> The Indispensable Personal Assistant |
| <input type="checkbox"/> Presentation Skills - Dynamic Presentations | <input type="checkbox"/> Excellent Frontline Customer Service |

Course Date: _____ Course Fee: _____

Which parts of the course are of particular interest? (Refer to course outline)

**This is a Preliminary Booking form which does not guarantee a position on the course.
On receiving this form, we will let you know if there are still positions available.
Then we will send an invoice and course location details, start time, finish time etc.**

Cancellations, Refunds, Transfers

Please read the following statement before authorising this booking:

"I have read the course outline and accept responsibility for the relevance of the content. I understand that no refund will be made for cancellations received within 10 working days of course date and that notice to cancel is to be given in writing. I understand that if the person booked cannot attend, another staff member can take their place, and that, in the event that the course does not run, a full refund applies."

Authorising signature: _____ Name & Title: _____

Contact phone: _____ Email: _____