Introduction

Stressed out! You’ve been there, haven’t you? You know what it’s like to have a million things to do in the next week, or fifty things to do in the next hour, or thirteen in the next minute. You know all about deadlines stampeding toward you like buffalo, or fires that must be put out immediately to save your company. This Course will show you how to manage stress in your work and overcome anger which could unavoidably be present.

Course Objective

• To manage daily work and life stress
• To understand the fundamental mechanisms behind stress and anger management
• To set priorities and limit time involvements
• To assert yourself in handling stress and anger more effectively
• To manage work relationship to improve productivity and reduce stress

Target Audience

Staff members who wish to achieve better stress management in work and life.

Course Outline

• Understanding our stress environments and understanding anger
• On the job – stress strategies at work
• Understanding the Law of Forced Efficiency
• Limiting time involvements – effectiveness versus efficiency
• Planning, organizing, scheduling, prioritizing, tracking, monitoring results
• How meeting leaders and members can champion at meetings
• Put first things first – engage your head and heart
• Managing your own and others’ anger and stress
• Conflicts resolutions in a Win-Win manner
• Effective communication, listening and response
• Practice teamwork and internal customer concept
• Manage stress, anger and worry in a fun-filled way
• Understanding stress and anger symptoms
• Techniques for relaxation and reducing negative stress
• Meditation, breathing, nutrition, mental and physical exercise
  Managing yourself positively under pressure
• Practical ways to beat stress, anger, failure and success
• Achieving work-life balance for growth, development and play
• The art of getting along for better mental health
• Summary and back-to-work application

Methodology

A highly interactive adult-focused programme with plenty of hands-on experience, real life and work application-based activities, true-world case studies and discussions, questions/answers sessions.

Please refer to SNEF website for available dates
Duration : 1 day, 9am to 5pm (7 hours)
Course Venue : SNEF CLC @ Tanglin / SNEF HQ Paya Lebar Square

Register online at SNEF website www.snef.org.sg
Click on ‘Training’ and Course Category ‘Business Management’

Effective Stress and Anger Management

Course Fees

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<thead>
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<th>Type</th>
<th>Fees (inclusive 7% GST):</th>
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<tr>
<td>Member</td>
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</tr>
<tr>
<td>Non-member</td>
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Trainer

Catherine Syn has conducted both public and in-company seminars and workshops in time & stress management. She has been working closely with individual client companies on the development and design of training programmes to their specific organization’s training and developmental needs.