



Managing Priorities, Performance & Pressure

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

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Introduction

Successful leaders are those who possess and practice the management skills and techniques that maintain work productivity at high levels. Effective priority, performance and pressure management is essential for career success and personal achievement. This course will learn the participants how to take more control of their workloads by organizing tasks, people and themselves more effectively

Who Should Attend?

- Managers
- Supervisors
- Executives
- Anyone who aspires to hone his planning skills

Methodology

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Course Objectives:

- Increasing productivity by prioritizing work and maintaining goals
- Learning the techniques that increase the ability to clarify priorities
- Understanding how to make better decisions using the right information and appraising the situation more effectively
- Learning stress survival techniques
- Learning how to properly communicate inside and outside the organization

Course Outline:

DAY 1:

- Managing your job
- Defining objectives
- Establishing responsibilities and priorities
- Practical time management & planning activities

DAY 2:

- Managing time under pressure
- Managing yourself
- Managing others & meetings
- Effective delegation

DAY 3:

- Freeing up your time
- Developing staff performance
- Ongoing self-development
- Communicating with excellence: achieving results

DAY 4:

- Managing pressure in the workplace
- Moving from reactive to proactive

- Understanding stress and its causes
- Different stress and behavioral patterns
- Handling stress positively

DAY 5:

- Personal communication fundamentals
- Understanding communication and persuasion
- Communicating and presenting effectively
- Communication strategies for professional excellence
- Applying personal influence and persuasion