



Pro-Active College[®]
PUBLIC SERVICES COLLEGE (Pty)Ltd

TIME AND STRESS MANAGEMENT

This short course empowers learners to manage stress and time constraints in their personal lives and work environments to improve their quality of work life and enhance their leadership performance.

Designed and developed by Pro-Active College, this short course is aligned to the unit standards:

Apply efficient time management to the work of a department/division/section
(Us: 15234)

Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations
(Us: 15096)

TARGET GROUP

This short course is designed for the public and private sector and is aimed at:

- all individuals and officials who desire to improve their work performance.

BENEFITS

The benefits of this short course

include:

- improved time utilisation through the application of time management techniques;
- improved and more efficient work performance; and
- the ability to deal with personal and work related stress in an effective manner.

ABOUT Us

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

Contact Us

-  0861 727 726
-  info@pscollege.co.za
-  www.proactivecollege.co.za



OUTCOMES

On completion of this short course, learners will be able to:

- identify time management profiles;
- understand the principles of time management;
- draw up time efficient work plans to carry out department/division/section work functions;
- implement time efficient work plans;
- describe stress in personal life and work situations;
- analyse the causes of stress in personal life and work situations;
- describe reactions to stress; and
- apply strategies to manage stress in personal life and work situations.

DURATION

Three day contact session

Course Outline

learning Unit One

Time Management Principles

- Time management definition
- Identifying time management principles
- Goal setting and the 80/20 principle
- Writing an action plan

learning Unit Two

Time Efficient Work Plans

- How to use your time
- Planning and prioritising
- Time management task/activity schedule
- Procrastination and overcoming it
- Interruptions and dealing with them
- The art of delegation
- Tools for time management
 - Computers and related hardware
 - Diaries
 - Filing
 - Arranging the environment

learning Unit Three

Definition and Causes of Stress in Your Personal and Work Life

- Definition of stress
- Causes of stress
- Effects of stress on workplace performance and health
- Stress management basics

learning Unit four

Stress Management Strategies

- Stress relief methods
- The cognitive approach to stress management
- Using stress management techniques
 - The four A's
 - Time management
 - Learning to relax
 - The behavioral approach to feeling good
 - Diet
 - Sleep and rest
 - Exercise
 - Anger management and stress
- The stress diary