

TIME & STRESS MANAGEMENT



OVERVIEW

Conflicts and stress are the elements that occur in life either at the workplace or outside the organisation.

It occurred due to different kind of needs and expectations which normally creates conflicts within customers, suppliers, peer groups, colleagues, supervisors, subordinated, friends and even family members.

This program may assist and give guidelines to prevent and avoid the stress as well as conflicts which may cause pain in our lives.

OBJECTIVES

In this course, participants will learn how to

- Realize what are the course of stress and conflicts occurred I work life as well as personal matters
- Apply ways to avoid and prevent stress from controlling us
- Use the Time Matrix and Time Management which can avoid stress due to many task to be done
- Enjoy life and become more positive and more meaningful.

WHO SHOULD ATTEND?

- Supervisors
- Executives
- Managers
- From all departments

WORKSHOP OUTLINE

This programme is highly interactive and provides an opportunity for everybody to exchange views and learn from each other's experiences.

The programme also includes a range of case studies, games, discussion exercises and video training films.

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SBL CLAIMABLE

