



Course : Setting Priorities, Time Management & Stress Reduction

City :	Paris	Hotel :	Le Meurice
Start Date :	2025-11-03	End Date :	2025-11-07
Period :	1 Week	Price :	5950 \$

HighPoint Training and Management Consultancy
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Course Overview

In today's fast-paced and demanding work environment, managing time effectively and reducing stress are essential skills for personal and professional success. This training course equips participants with practical strategies to set priorities, plan their days, communicate assertively, and maintain a healthy work-life balance. By learning to optimize productivity while managing stress, participants will gain confidence, focus, and control over their professional responsibilities.

Course Objectives

By the end of this training course, participants will be able to:

- Set meaningful goals and SMART objectives.
- Plan, prioritize, and manage their time more effectively.
- Communicate assertively to handle interruptions and "time stealers."
- Run effective meetings and delegate tasks successfully.
- Identify workplace stressors and implement strategies to manage stress proactively.

Target Audience

This course is suitable for professionals who want to take control of their time and manage workplace stress, including:

- Managers and team leaders
- Supervisors and project coordinators
- HR and administrative professionals
- Employees in high-pressure or deadline-driven roles
- Professionals seeking work-life balance and increased productivity

Methodology

This course uses a highly interactive approach, incorporating:

- Trainer-led sessions with practical examples and real-life scenarios.
- Individual and group exercises to reinforce learning.
- Role-plays and case studies to practice techniques.
- Self-assessments to identify personal strengths and areas for improvement.
- Group discussions and feedback to ensure actionable takeaways.

Course Outline

Day 1 :Managing Yourself and Setting Priorities

- Understanding the importance of goal setting and objectives
- Setting SMART goals for personal and professional success
- Planning and scheduling daily, weekly, and monthly activities
- Establishing responsibilities and priorities
- Effective use of diaries, planners, and time logs
- Applying the Urgent vs. Important prioritization model

Day 2 :Personal Time Management and Communication

- Identifying personal time management styles: productive vs. obstructive
- Recognizing personal “time stealers” and areas for development
- Overcoming procrastination and staying focused
- Managing interruptions and distractions effectively
- Communication styles and positive communication to enhance productivity
- Empowerment techniques to manage demands on your time

Day 3 : Effective Meetings and Delegation

- Preparing for meetings: tools and checklists
- Running meetings efficiently and productively
- Delegation techniques: when, how, and what to delegate
- Management styles that support or hinder delegation
- Providing feedback in the delegation process
- Understanding how people learn and respond to tasks

Day 4 : Understanding Workplace Stress

- Defining stress and its causes in the workplace
- Top contributors to stress and their impact on performance

- Recognizing signs of stress in yourself and others
- Techniques for managing stress proactively
- Maintaining balance between personal and professional life
- Strategies for reducing stress through planning and prioritization

Day 5 :Managing Stress through Behavior and Communication

- Understanding behavior types: passive, aggressive, passive-aggressive, assertive
- How thought processes influence behavior and stress
- Developing assertiveness to manage stress effectively
- Conflict management and its role in reducing stress
- Using emotional intelligence to handle stress and interpersonal challenges
- Creating a personal action plan for sustainable productivity and stress management

Certificates

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates.
Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.