Stress & Time Management for HR Managers



27 – 28 May

Live Online Training

Fee R12,999

Only 16 Seats Available

6 CPD Points from IPM

COURSE OVERVIEW

This training programme is unit standard-based and aligned and is an intermediate level (NQF level 5) time and stress management skills development offering. The programme effectively blends the theory and practice of time and stress management with practical application tools and techniques. At the conclusion of this programme, you will be capacitated to plan, schedule, manage and utilize time (by means of effective time management tools/techniques) and to develop stress coping strategies, in order to improve productivity and efficiency, as a HR Manager.

Learn how to use the time management cycle in order to successfully plan your time as a HR Manager by prioritizing your tasks and ensuring that you are able to manage unforeseen crises. Equip yourself with strategic time management essentials that you will require in order to effectively manage your time and the work of your manager(s).

Time management includes tools or techniques for planning and scheduling time, with the aim of increasing effectiveness and/or efficiency of personal and corporate time use. This programme aims to demonstrate how one is able to control their time as a HR Manager, with a few very simple techniques. The focus of this training programme is to develop stress coping and management strategies; build resilience and assertiveness; to apply the PYRAMID approach and to maintain work-life balance, as a HR Manager.

Specific Outcomes:

Stress Management for HR Managers

- Defining stress
    - DIAGNOSTIC ACTIVITY: Online Stress levels gauge
- Perception of stress
- Types of stress
    - Time
    - Anticipatory
    - Situational
    - Encounter
- Causes of stress, as HR Manager
    - Workplace e.g. Difficult clients
    - Personal e.g. Loss/grief
- Applying the Pyramid Approach
- Outcomes of stress
- As a HR Manager, developing stress management/coping strategies
    - Individual
    - Organizational
- As a HR Manager, building Assertiveness Skills
    - Definition
    - Characteristics
    - Strategies
- Developing resilience skills
- Developing Emotional Intelligence
    - Self-regulation/control (i.e. when managing difficult and challenging people and situations)
- Mindfulness training
    - CASE STUDY: Whose got the Monkey – Learning to say no
- Work-Life Balance
    - Applying the Wheel of Life
- Personal Effectiveness and Lifestyle management – applying the Sharpen the Saw habit
- Employee wellness and –Assistance Programmes
    - Counseling
    - Therapy
    - Financial Management

Specific Outcomes:

Time Management for HR Managers

- Understanding time management principles and practice
- Understand that the world is a set of related systems and that lack of time management in one area of the organization will impact on the performance of others in the organization
- As a HR Manager, identify current time management profiles and utilization of time
- As a HR Manager, identifying time wasters – environmental and personal (self-generated)
- Identifying time management problems (counter-productive work practices) and their respective solutions

- As a HR Manager, applying the following time management tools and techniques:
    - Goal setting
    - Time and activity management log/audit
    - To-Do list
    - Prioritization (A-B-C)
    - Scheduling

- Practical time management guidelines to improve efficiency and productivity, as a HR Manager
- Practicing the "4 Ds" of effective time management
- Planning your day as HR Manager – the guidelines, principles, resources and time frame
- Draw up and implement time efficient work plans to carry out department/division work functions

Consolidatory session

- Reflective learning and introspection – gap analysis lessons learned
- Integration into Stress Management (Life and Work) Plan to enhance personal effectiveness, as HR Manager

End of Training Programme

Booking Form

#: **LM**

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Please complete this form and return to: info@seven7training.co.za & will confirm your booking.

Company Name:

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Authorized By: Position / Signature:

Delegates Details (*please use block capitals*)

First Name & Last Name(s)	Email Address	Designation	Cell Number
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2.			
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☐ **(A) LOCAL**
Training Fee 2 (Days) = R 12,999

☐ **(C) INTERNATIONAL FEE**
Training Fee 2 (Days) = $ 900