



VIRTUAL INSTRUCTOR-LED TRAINING

MANAGING PRESSURE AND MAINTAINING BALANCE (1 DAY)

INTRODUCTION

Many have been affected negatively by pressure and stress, resulting in serious consequences to health and life, as well as poor work performance.

Having skills to draw on for dealing with extreme busyness, many tasks and difficult people are essential for peace of mind and growth.

This one-day course will help participants increase awareness of everyday pressure, understand the causes and costs of workplace pressure and how it impacts individuals. It will also highlight the benefits of creating balance and how to identify pressure points.

Learn how to apply emotional intelligence, increase optimism and resilience, and develop strategies for getting ahead. Experience breakthroughs that you never thought were possible.

WHAT THIS COURSE CAN DO FOR YOU...

- Apply a direct understanding of pressure points and their costs and payoffs.
- Speak in terms related to emotional intelligence, optimism, and resilience.
- Create a personalized toolkit for managing stressors and anger.
- Work on priorities and achieve defined goals.

TARGET AUDIENCE

Managing pressure and maintaining balance is critical for all, so no matter one's position in the workplace, this course will be beneficial.

COURSE CONTENT

Pre-Assessment

Under Pressure!

- Causes and costs of workplace pressure
- Benefits of creating balance
- Pre-assessment review

Getting to the Heart of the Matter

- Identifying your pressure points
- Creating a pressure point action plan
- Facing problems head on
- Seeking help

Emotional Intelligence

- The seven human emotions
- What do emotions tell us?
- The emotional map
- Validating emotions in others
- What is optimism?
- Resilience

Coping Toolkit

- Building the stress management kit
- Managing anger
- Expressing yourself

Getting Organized

- Working on priorities
- Doing it – must vs nice

Personal Accountability & Commitment Plan

VIRTUAL INSTRUCTOR-LED TRAINING

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Training is facilitated in real-time, providing the benefit of hands on learning. Delegates interact with the facilitator and each other, as with any other classroom experience. This allows for a cooperative learning environment, where participants can share knowledge, engage in positive discussions and work together.

Benefits of Virtual Instructor-Led Training

- ✚ Virtual training provides flexibility to both the client/delegate and facilitator.
- ✚ Delegates are active participants rather than relying entirely on the instructor.
- ✚ Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- ✚ Information is shared through video, documents, and written notes with learners in real-time.
- ✚ Delegates who have internet connection can learn at anytime and anywhere.
- ✚ Delegates can participate in discussions and ask questions at any time.
- ✚ Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- ✚ Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- ✚ Use of slides and video clips enhances virtual learning.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing FREE access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation. Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the workplace. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

*To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.*

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