



International Training  
Center Paris

# TRAINING SCHEDULE



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# TIME AND STRESS MANAGEMENT

## Overview:

The Time and Stress Management training program is designed to help participants develop effective time management techniques and strategies to increase productivity and reduce stress. The program will cover a range of topics, including understanding the importance of time and stress management, identifying sources of stress, developing effective coping mechanisms, and creating a personalized time management plan.

### Objectives:

- Understand the importance of time and stress management in the workplace
- Develop effective time management techniques to increase productivity
- Identify sources of stress and develop effective coping mechanisms
- Create a personalized time management plan to better manage workload and reduce stress

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world scenarios. By the end of the training program, participants will have the skills and knowledge necessary to effectively manage their time, reduce stress, and increase productivity.

## Targeted Groups:

- Administrative assistants
- Office managers
- Team leads
- Project managers
- Professionals seeking work-life balance strategies

# Planning:

## **Day 1: Introduction to Time and Stress Management**

- Understanding the importance of time and stress management in the workplace
- The impact of stress on productivity and personal well-being
- Common sources of workplace stress and their impact on time management

## **Day 2: Time Management Techniques**

- Developing effective time management techniques to increase productivity
- Techniques for prioritizing tasks and managing workload
- Strategies for managing interruptions and distractions

## **Day 3: Coping Mechanisms for Stress**

- Identifying sources of stress and their impact on personal and professional life
- Developing effective coping mechanisms for stress, including relaxation and mindfulness techniques
- Strategies for managing stress in the workplace

## **Day 4: Creating a Personalized Time Management Plan**

- Understanding individual time management preferences and priorities
- Developing a personalized time management plan to better manage workload and reduce stress
- Strategies for managing time effectively and avoiding burnout

## **Day 5: Implementing and Sustaining Time and Stress Management Techniques**

- Best practices for implementing and sustaining effective time and stress management techniques
- Strategies for monitoring progress and making adjustments as needed
- Developing an action plan for ongoing time and stress management improvement