

Managing Yourself

Balancing home and work successfully requires the effective management of anger, time and stress.

Objectives

After successful completion of this course, participants will be able to:

- Identify symptoms of poor time management
- Implement several time management strategies
- Recognise factors in the environment which may induce stress
- Manage identified stressors more effectively
- Understand different communication styles
- Handle anger in self and others more constructively

Benefits

For the participant, a greater sense of self efficacy and achievement.

For the organisation, a balanced and productive workforce.