

Managing Yourself

Balance; handling the pressures of a challenging work environment successfully, demands the effective management of time, stress and anger.

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.

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