

# Time & Stress Management

AN INTENSIVE AND HIGHLY PRACTICAL  
— 2 DAY COURSE —

*"It's not enough to be busy, so are the ants. The question is, what are we busy about?"*

*- Thoreau*

*"Very valuable to learn techniques to manage time and stress in the workplace, would recommend ISM Training Courses!"*

*- Colin, Pernod Ricard*

To enquire about the date of the next public course:

**Email Us:** [info@ismdubai.com](mailto:info@ismdubai.com)

**Call Us:** 04 4573814



# ISM

**ISM TRAINING**

*Advance your career...  
achieve your goals*

# ISM Training

ISM Training provides the most comprehensive range of learning and development solutions to meet the needs of individuals and companies. ISM Training helps clients achieve significant behaviour changes leading to improved productivity and increased competitive advantage in today's increasingly complex markets.

## Time & Stress Management Introduction

By managing their time more effectively, delegates will be able to make a greater contribution to their organisation's success. Using concrete and practical solutions delegates will explore their own personal points of weaknesses in order to eliminate the behaviours which cause stress felt in a busy working environment .

Delegates will leave the course with a variety of tools and techniques to be able to accomplish more during their working day and gain control over task prioritisation and work quality.

## Purpose of this course

On this course you will learn to identify and appeal to likely buyers of your product in order to guide the success of your marketing strategy. You will master the latest market research tools in order to gain insightful information into your market, product, audience, competition and more from a global perspective.

*"The content was so important for my personal work and helped me discover my own points of weakness."*

*- Mazen, Gemalto*

## On successful completion of the course delegates will be able to:

- Quickly and effectively plan and prioritise.
- Link medium term goals to daily plans.
- Control and overcome procrastination.
- Understand different working styles.
- Increase productivity through working smarter.
- Meet deadlines with less stress.
- Use the internet to build market data.
- Manage and integrate paper and emails.
- Improve meetings, delegation and worklife balance.



# Key areas covered

**01** ▶ The pros and cons of different behavioural work drives.

**02** ▶ Setting individual and collective objectives in each performance area.

**03** ▶ Different types of procrastination and solutions identified to combat them.

**05** ▶ The difference between urgent and important work.

**07** ▶ The vital importance of performance planning and performance management.

**09** ▶ Controlling interruptions and noise.

**11** ▶ How to improve meetings, delegation and worklife balance.

**12** ▶ Solving problems and meeting deadlines with less stress.

*"Time is the scarcest resource and unless it is managed nothing else can be managed."*

**Peter Drucker**

**04** ▶ The importance of teamwork and the different team roles that people play.

**06** ▶ How to improve the quality of the meetings you both attend and conduct.

**08** ▶ Time and effort saving techniques to be more organised and disciplined.

**10** ▶ How to make and implementing an individual plan of action.

## Who should attend?

Those who lead a team and wish to learn techniques to create a happier more productive team or individuals experiencing difficulty managing the stress of working in a high pressure environment, you will find this course extremely valuable. All levels of executives, management and leadership can benefit from the tools and techniques learnt on this course to achieve harmonious and effective management of their time.

## Participants

The course will have a maximum number of 16 people who will be selected based on the type of business they are in and their job role to ensure a thorough mix of industries ideas and experiences.



## Course Leader : Bexta Tierney

In most of our professional lives in Dubai we have to at some time deliver a presentation, whether it is to a large conference or a small team. Confident presentation skills are an absolute must in today's business environment and could help you build an even more successful and rewarding career.

Bexta Tierney is a strong pro-active leader, empowering staff to take ownership, providing coaching, training and mentoring to enable dedicated high calibre teams to work together and achieve individual targets and client objectives. She has provided high-level strategic planning, commercial development and operational management skills to align client's concept and vision with a deliverable staff training, events management or promotional solution. Bexta has over 20 years' experience in public speaking as Master of Ceremonies. She has just completed her 10th year as a professional voice over artist for the UAE radio and TV.

*"A whole load of new skills and information all very practically based and delivered superbly"*

*- Hisham A Jalil Matter  
Al Aweer*

## COURSE REGISTRATION FORM

### Time & Stress Management



**ISM**  
ISM TRAINING

Telephone: + 971 4 457 3814, Facsimile: + 971 4 457 3999 Email: info@ismdubai.com

#### 01 CHOOSE YOUR PACKAGE

1 Delegate: 3,950 Dhs

2 Delegate: 7,900 Dhs

3 Delegate: 11,850 Dhs

4 Delegate: 15800 Dhs

Registration fees include expert tuition, comprehensive course documentation, workshop materials lunch & refreshments and your official ISM framed Certificate documentation, workshop materials lunch & refreshments and your official ISM framed Certificate

#### 02 ATTENDEE DETAILS - Please complete in block capitals

No	Full Name	Job Title	Tel (inc country code)	E-mail
01				
02				
03				
04				
05				

#### 03 COMPANY DETAILS - Please complete in block capitals

Organisation Name:	<input type="text"/>	Industry:	<input type="text"/>
Address:	<input type="text"/>	Postcode:	<input type="text"/>
Country:	<input type="text"/>	Email:	<input type="text"/>
Tel:	<input type="text"/>	Fax:	<input type="text"/>

Authorized Signature' (Mandatory):

Authorising Signature' Name:

By signing this form I have read and agreed to ISM's terms and conditions listed below

#### 04 INVOICE CONTACT AND PAYMENT - If different from above

**Note:** Payment is required BEFORE the course date. Course details will be sent to you once payments are received.

Contact person for invoicing	<input type="text"/>				
Tel:	<input type="text"/>	Fax:	<input type="text"/>	Email	<input type="text"/>

#### 05 TERMS & CONDITIONS

ISM reserves the right to change dates, venues, topics and trainers due to unavoidable circumstances.

**Cancellation:** If you cannot attend personally, a substitute delegate is welcome to join this course in your place - for no extra charge. Should you (or a substitute) be unable to attend, we will promptly refund your fee less a service charge of 10%. As spaces are strictly limited, we regret that registration received less than 30 days before the start date of the course may incur a late booking surcharge of USD50

**Condition:** You must inform us in writing 30 days or more before the start date of this course. No refunds are possible for cancellations received less than 30 days, before this course. Instead you will be issued with a 50% Discount Training Voucher, which entitles you (or a nominated colleague) to attend a public course arranged by ISM

Find us in Social Media

or please fax this form to + 971 4 457 3999  
to receive your confirmation and delegate pack.



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