



An Intensive 5-Day Training Course

Managing Stress & Work-Life Balance

Balancing Roles, Responsibilities, Relationships and Resources without Stress

PROGRAMME SUMMARY

This unique EuroMaTech training course on Managing Stress and Work life balance covers both the personal and the organisational perspectives on this critical topic. You will learn how to manage your thoughts and emotions, take control of your time and tasks, and communicate more effectively. Equally importantly you will examine how your team or department can make changes to improve the way you set up your office, systems and workloads, in order to create a healthy, happy, harmonious and productive work place for everyone.

Date	Venue	Fee(\$)
13 - 17 Mar 2022	Dubai	US\$ 4,950
26 - 30 Jun 2022	Dubai	US\$ 4,950
11 - 15 Sep 2022	Dubai	US\$ 4,950

INTRODUCTION

Managing stress and work life balance isn't a luxury but should be considered absolutely essential for the mental, physical and emotional well-being of every staff member. Every aspect of work life, from safety, sick days, customer satisfaction and work place harmony are all directly affected by how stress and work life balance is managed.

In this highly interactive EuroMaTech training course we will examine both the personal and the collective sides of the stress experience. A lot of our stress is self created, and can be managed by learning how to communicate effectively, change our thoughts, manage our emotions and use our time more effectively. However a substantial amount of stress and work life imbalance is also created through work cultures and environments which fail to recognise the multiple benefits of prioritising staff well-being or the impact of ignoring it.

Participants attending the Managing Stress and Work Life Balance training course will develop the following competencies:

- Achieving balance through becoming a master planner and goal setter
- Being emotionally intelligent in workplace relationships
- Creating a work place culture in which people can thrive
- Resolving anger and conflict in the self and teams
- Take control of your habits and achieve success in all areas of your life

Virtual
learning service
available



TRAINING METHODOLOGY

This EuroMaTech course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes group and individual exercises, case studies, role-plays, videos, and discussions – along with formal inputs.

WHO SHOULD ATTEND

This is a course which every staff member should attend as a foundation for creating a happy, healthy and productive self and team, including:

- Team Managers and Leaders
- Entrepreneurs and Business Owners
- Office Managers and Administrative Staff
- PAs and Secretarial Staff

PROGRAMME OBJECTIVES

EuroMaTech's Managing Stress and Work Life Balance training course aims to help participants to achieve the following objectives:

- Understand their own personalities and personal stress challenges
- Finding meaning and purpose in work
- Setting and achieving short and long term goals
- How to create a success mind set and attitude
- How to manage emotions and be a calm mature influential leader
- Manage anger and conflict within your self and the team
- Communicate in a clear, confident and calm manner
- Master mindfulness and stress management techniques
- Organise your work and personal life to achieve balance and synergy

In-house Training

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.



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info@euromatech.ae

Website:
www.euromatech.com

QUALITY CERTIFICATIONS & ACCREDITATIONS



COURSE OUTLINE



Day 1

Self and Stress Management

- Personal diagnosis – how stressed are you?
- Personality types and individual stressors
- Continuum of control – when to be proactive and when to let go
- Root causes and cures of stress
- Mind / Body connection – flight and fight response
- Mindfulness and relaxation techniques
- Self – Care – self assessment and strategies

Day 2

Time and Task Management

- Creating a clear vision, purpose and mission for your life
- Setting and achieving goals
- Scheduling your work
- The habits of highly effective people
- Scheduling your work to achieve work life balance
- Time management traps to avoid
- How to keep yourself motivated and focused

Day 3

Relationship and Conflict Management

- Emotional intelligence at work
- Difference between emotions and feelings and how to manage them
- Overcoming the problem of ego in the workplace
- Communicating assertively
- Communication Styles
- Resolving conflicts in the team
- Dealing with difficult people

Day 4

Creating a Positive Work Place Culture

- Creating a healthy and inspiring work environment
- Running effective and enjoyable workplace meetings
- Ways to boost team morale and motivation
- Creativity techniques for innovation and transformation
- How to create an empowered team
- Supporting staff which are having stress issues
- Creating fair workloads and monitoring staff stress levels

Day 5

Leadership 101

- Self managing leadership
- Leadership styles for all situations
- How to create change from any position in the company
- Change management
- Coaching others to achieve success and work life balance
- Dealing with the expectations, demands and stress of leadership roles

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This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).*

Your Details

Name (Mr/Ms):.....

Position:..... Organisation:.....

Address:.....

City / Country:

Telephone: Email:

Mode Of Payment

Please find enclosed a cheque made payable to EuroMaTech

Please invoice me

Please invoice my company as follows:

Contact Name:

Company Name:

Address:.....

Email:

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, email us at info@euromatech.ae.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

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*VAT Announcement: The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.