

# managing the pace

description	A dynamic and highly participative one-day workshop focused on managing the pace of busy lives. The workshop is designed to help people to recognise the stages, signs and impact of excessive stress. It focuses on the importance of controlling "distress" in both private and working lives - in order to maximise performance in both. The workshop is tailored to be delivered in-house.
who should attend	Busy leaders, managers and supervisors who are serious about maintaining peak performance and enjoying life to the full.
features	<p><b>Managing Stress</b></p> <ul style="list-style-type: none"><li>• types of stress and their impact on business</li><li>• understanding our personality type and how to deal with potentially stressful situations</li><li>• identifying five simple ways to kill our anger and use "stress" to advantage</li><li>• recognising the signs when the pressure becomes too great</li><li>• why we should care - the harmful impact on our bodies, our business performance and our lives</li></ul> <p><b>Managing Time</b></p> <ul style="list-style-type: none"><li>• effective time management principles.</li><li>• delegate analysis of own behaviour toward time management.</li><li>• Identifying 'time bandits'.</li><li>• organising the day to achieve maximum results.</li><li>• 30 ways to make time our slave.</li></ul> <p><b>Managing Pressure from Other People</b></p> <ul style="list-style-type: none"><li>• persuading and influencing skills.</li><li>• sound internal dialogue.</li><li>• getting what you want without offending others.</li><li>• learning how to say 'no'.</li><li>• questions – using them to advantage.</li></ul>
format	A combination of tutorial presentation of ideas, group workshop consideration and plenary group review, to identify where and how the concepts can best be applied in the workplace to improve business results.
benefits	<ul style="list-style-type: none"><li>• Improves ability to detect stress in ourselves and others.</li><li>• Helps to cope with stress in private and business lives.</li><li>• Improve people's ability to be effective in business and leisure.</li><li>• Helps recognise danger signs of excessive stress levels.</li></ul>

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## For more details of our consultancy and training support

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