

# People Skills



## Coping with Pressure at Work

### ‘Improving Your Life and Those Around You’

#### Business scenario

Just how well we manage pressure determines the type of influence it has in our lives. Pressure can be very positive; however, if we allow it to take control, it can turn into stress and affect everything we do. Rarely is this more apparent than in our business lives.

#### Who will benefit?

Those who would like to better handle pressures they encounter in their working environment.

#### Course objectives

By the end of the course you will be able to:

- Understand the difference between pressure and stress
- Recognise causes of stress in yourself and others
- List strategies to avoid stress
- Create a plan to manage pressure in your life

#### Course content

##### Managing your own time

- Looking at how you use your time
- Analysing your goals and planning to achieve them
- Identifying your patterns of behaviour
- Managing stress in a positive way

##### Tools and techniques

- Maintaining a system that works for you
- Analysing your work patterns
- Mastering your ‘to do’ list to achieve results
- Dealing with interruptions in a constructive manner

##### Influencing others who impact upon your role

- What motivates you?
- Communicating clearly
- Networking for support
- Managing your manager

#### Course features

Through discussion and participation, you will identify both the source and the effects of stress on you and your life. Exercises and activities will encourage you to apply the techniques discussed to your own situations.