

Course Description

Increasing Focus and Effectiveness: Managing Time, Stress and Conflict AMS226



Overview

This course is designed to offer managers a different look at the underlying dynamics of focus and energy, and those daily distractions such as stress and conflict that can negatively affect productivity. The discussion moves away from the mechanical tools of time, stress and conflict management and steers the participant to a discussion regarding the mental and humanistic aspects of "fitting it all in" while maintaining perspective and balance. This course is delivered using a combination of short lecture, exercises, and group discussion.

The end result is a manager who better understands life/work balance, who can then relate these concepts to his/her team members.

Learning Objectives

- Examine how identifying personal values and a "corporate value match" allow for a more focused and energy efficient choice of priorities
- Discuss how a lack of value identification and prioritization leads to a fragmented focus, stress and overwhelm
- Learn how time and energy are ultimately linked and how energy affects time
- Understand the "mental tools" and distinctions that allow us to stay in the moment and consciously direct our focus and energy
- Identify the inherent and consistent factors involved with different types of business and personal conflict
- Understand the causes of the conflict and build an awareness of the psychological drivers
- Handle communication problems and personality clashes effectively and efficiently
- Examine the role of group-think and ego in the establishment of thinking systems

Format

This course is highly interactive and adaptive to participant's interests and needs. A discussion approach is used and is accompanied by individual and team exercises. The coverage is practical but intense and designed to impart usable skills for each participant.

Duration

Two days

Who Should Attend

Managers, team leads and other professionals who want to actively learn how to increase their focus and effectiveness on the job would benefit by taking this course.