TRAINING OUTLINE

COURSE TITLE	Stress Management & Relaxed Productivity
DURATION	1 day

Introduction

Productivity can be stressful and challenging, potentially causing burnout and stress. Relaxed productivity involves managing energy and time effectively to achieve goals without burnout, focusing on high-impact tasks while scheduling meaningful rest.

This programme introduces practical approaches to managing workplace stress, improving resilience and maintaining emotional well-being. Participants will also learn how to prioritise tasks, manage time and energy efficiently, establish healthy boundaries and adopt sustainable work habits that support productivity.

Training Objective

By the end of the programme, participants will be able to:

- Understand the key challenges associated with workplace management, productivity and stress.
- Apply practical techniques to manage workplace stress and maintain emotional well-being.
- Understand how prioritisation, time management and energy management contribute to sustainable productivity.
- Identify practical approaches to overcome challenges and improve workplace effectiveness.
- Apply continuous improvement, collaboration, communication and agility principles in managing work challenges.
- Establish appropriate boundaries to support productivity and prevent burnout.

Who Should Attend?

Managers, Team Leaders, Executives

Learning Methodologies

The programme is delivered through trainer-led lectures, guided discussions, questioning, reflection and workplace-based examples.

Course Content

0900 – 1000 | Module 1 – MANAGEMENT POLC
Learning Type: Lecture-Based Learning
Submodules

- Understanding the role of management
- Planning and organising work
- Leading people and activities
- Controlling work progress and results
- Managing tasks and achieving results

What the Activity Entails

- Trainer introduces the basic functions of management through the POLC framework.
- Participants explore the responsibilities involved in planning, organising, leading and controlling workplace activities.
- Trainer discusses common challenges managers face when managing people, tasks and expected results.
- Workplace examples are used to illustrate how effective management can contribute to productivity.
- Participants engage in guided discussion on challenges they may encounter when getting work done and creating results.

Learning Outcome

- Participants will understand the basic functions of management and how planning, organising, leading and controlling contribute to achieving workplace results.

1000 – 1100 | Module 2 – CHALLENGES: Recognising & Managing Workplace Challenges
Learning Type: Lecture-Based Learning
Submodules

- Identifying workplace challenges
- Recognising sources of stress
- Understanding personal and workplace challenges
- Responding to challenges
- Taking ownership and responsibility

What the Activity Entails

- Trainer explains common workplace challenges that may affect productivity and well-being.
- Participants explore how workplace demands, competing priorities and unexpected issues can create stress.

Course Content

- Trainer explains the importance of recognising challenges before determining an appropriate response.
- Participants discuss workplace examples and identify possible causes of challenges.
- Trainer introduces the concept of taking ownership and responsibility when responding to challenges.

Learning Outcome

- Participants will be able to recognise common workplace challenges and identify appropriate approaches to respond to them constructively.

1100 – 1115 | Tea Break

1115 – 1215 | Module 3 – MAZE: ENGINEERING & ESCAPE

Learning Type: Lecture-Based Learning

Submodules

- Understanding challenges as opportunities
- Problem-solving mindset
- Strategic thinking
- Taking ownership
- Managing obstacles

What the Activity Entails

- Trainer introduces the "Maze: Engineering & Escape" concept as a workplace problem-solving framework.
- Participants examine how challenges can be approached systematically rather than reactively.
- Trainer explains how analysing obstacles, identifying possible solutions and adjusting strategies can support better results.
- Participants discuss workplace situations where they may need to change their approach when an initial solution does not work.
- Trainer highlights the importance of ownership, adaptability and persistence when facing challenges.

Learning Outcome

- Participants will understand how a structured and adaptable approach to challenges can support problem-solving, ownership and improved results.

Course Content

1215 – 1315 | Lunch Break

1315 – 1415 | Module 4 – PROJECT TAG: CONTINUOUS IMPROVEMENT
Learning Type: Lecture-Based Learning
Submodules

- Continuous learning and growth
- Learning from mistakes
- Reviewing and improving approaches
- Re-strategising and adapting
- Collaboration, communication and agility

What the Activity Entails

- Trainer introduces continuous improvement as an approach to improving workplace performance.
- Participants explore the importance of learning from mistakes and identifying opportunities for improvement.
- Trainer explains the process of reviewing existing approaches, identifying gaps, adjusting strategies and implementing improvements.
- Workplace examples are discussed to demonstrate how teams can adapt when circumstances change.
- Participants discuss the role of collaboration, communication and agility in supporting continuous improvement.

Learning Outcome

- Participants will understand how continuous learning, collaboration and adaptability can be used to improve workplace processes and results.

1415 – 1515 | Module 5 – EISENHOWER IT: Prioritisation & Productivity
Learning Type: Lecture-Based Learning
Submodules

- Understanding task prioritisation
- Urgent versus important tasks
- Managing competing priorities
- Decluttering workload
- Creating clarity of purpose

What the Activity Entails

- Trainer introduces the Eisenhower Matrix as a framework for prioritising tasks.
- Participants learn to distinguish between urgent and important tasks.
- Trainer explains how ineffective prioritisation can contribute to workload pressure and stress.

Course Content

- Participants review workplace examples involving multiple competing tasks.
- Trainer demonstrates how prioritisation can help individuals focus on high-impact activities and manage workload more effectively.

Learning Outcome

- Participants will be able to understand the principles of task prioritisation and apply them to manage competing work demands more effectively.

1515 – 1530 | Tea Break

1530 – 1630 | Module 6 – BOUNDARIES: Sustainable Productivity & Well-Being

Learning Type: Lecture-Based Learning

Submodules

- Understanding workplace boundaries
- Setting clear boundaries and expectations
- Managing workload and availability
- Protecting personal energy and well-being
- Sustainable productivity

What the Activity Entails

- Trainer explains the importance of setting appropriate boundaries in maintaining sustainable productivity.
- Participants explore how unclear boundaries can contribute to excessive workload, stress and reduced effectiveness.
- Trainer discusses practical approaches for communicating expectations and managing availability.
- Participants discuss how clear boundaries can support focus, productivity and well-being.
- Trainer connects boundary-setting with the prevention of burnout and sustainable work habits.

Learning Outcome

- Participants will understand how clear boundaries and effective workload management can support sustainable productivity and workplace well-being.

1630 – 1700 | Module 7 – RELAXED PRODUCTIVITY: Integration & Workplace Application

Learning Type: Lecture-Based Learning

Submodules

- Review of key concepts
- Stress management, prioritisation and time management
- Energy management
- Sustainable work habits and workplace application

Course Content

What the Activity Entails

- Trainer reviews the key concepts covered throughout the programme.
- Participants reflect on how stress, workload, priorities and boundaries can affect productivity.
- Trainer links the concepts of stress management, prioritisation, continuous improvement and boundaries into a practical productivity approach.
- Participants discuss how the concepts can be applied to their own workplace situations.
- Trainer summarises the key learning points and provides practical recommendations for maintaining relaxed and sustainable productivity.

Learning Outcome

- Participants will be able to identify practical approaches to manage workplace stress, prioritise tasks and adopt sustainable work habits that support productivity without burnout.