

MANAGING STRESS FOR TODAY'S WORK LIFE BALANCE

COURSE INTRODUCTION

Wouldn't it be fantastic if your team is healthy, happy and productive with minimal turnover and medical leaves? This highly interactive course will open with discussions on the nature of stress and proceed to demonstrate to participants an insight to the causes of physical and psychological effects of corporate stress. Participants will learn to identify the signs and symptoms of a burn-out and what can be done to relieve stress at a personal level. A section of the training will coach the participants on "embracing stress" exercises using various proven methods and resilient thinking. Time management will also be highlighted with the focus being placed on managing workload, delegation and prioritisation. They will also be taught how to develop a positive outlook and gain work satisfaction through emotional management including a section on anger management. This is a complete training programme for better stress management, self-esteem, and techniques for staying positive at work. Information is presented in a humorous and relaxed manner, and hands on activities will be used to reinforce learning points.



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COURSE CONTENTS

Module 1: Taking charge of stress by mastering your thoughts

- The ultimate challenges faced by people.
- Neurotransmitters: Priming the mind for positives.
- Video presentation: Exercise, stress & the brain.
- Tool #1: the 2% mindset.
- Why do we remain stressed: The comfort zone.
- Partner activity: Comfort zone exercise.
- The superhero concept: True story.
- Tool #2: WRITA technique - Removing negative emotions.

Module 2: Reprogramming our mind to reduce stress

- Activity: Help from a colleague.
- Changing the way we look at a problem.
- Video presentation.
- Creating a productive mindset despite daily challenges.
- Individual self-discovery activity: Helicopter exercise.
- Tool #3: Reframing.
- (End of day: preparation for project gratitude).

Module 3: Practical stress management concepts & techniques

- The definition - Stress & people.
- Do you recognise stress?
- How stressed are you?
- Individual quiz.
- The four stress quadrants.
- How does stress happen?
- What happens when you are stressed?
- Demonstration session: The water bottle.
- Stress management techniques and toolbox: Stress-reliever techniques.
- Tool #4: Start the day with a powerful question.
- Project gratitude.
- Tool #5: Physical exercise & simple stretches + facial massage to de-stress.
- Tool #6: How to stop overthinking: eyeball exercise.

LEARNING OUTCOMES

By attending this course, participants will be able to:

- Understand the study of stress and its impact.
- Appreciate that stress can be converted to be positive and is an unavoidable aspect of everyone's life.
- Recognise the symptoms that demonstrate that one is being plagued by chronic stress.
- Identify situations in life which can cause a great deal of stress.
- Employ physical and mental techniques to deal with stress.
- Self-manage challenging emotions.
- Building higher levels of emotional intelligence.
- Determine the best ways to rearrange their priority list based on the way they currently manage time and realise how they can do it better.
- Set practical goals that help achieve work-life balance.
- Execute a simple 15-minute ritual to their daily routines that can ensure they do not every 'forget' to do something again.
- Discover methods to eliminate stress once time is managed well.

TRAINING METHODOLOGY

- Classroom lecturettes.
- Open talk session.
- Stand-up discussions.
- Pre & post training tests.
- Group brainstorming activities.
- Energisers.
- Mock feedback sessions.
- Role plays.
- Pop quiz.
- Discussion on best practices.
- Videos.



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WHO SHOULD ATTEND

This highly participative course is designed to coach leaders, managers and executives across all levels and departments to manage their stress levels effectively.



ABOUT THE TRAINER

Sri Devi Panchacharam is a Certified NLP Trainer, Master Coach and Time Lime Therapy with 18 years of experience. She holds MBA in Leadership at University of Southern Queensland, Australia. Sri, who has trained notable CEOs and their teams across Malaysia, also conducts free seminars which are open to everyone across all walks of life, with the intention of empowering as many individuals as possible. As a Certified Master Coach, she also offers coaching sessions to her participants who need that extra boost to achieve their goals. During her Master certification programme which was attended by more than 18 nationalities across the world, she was awarded the title, 'NLP Super Star'.

ADMINISTRATIVE DETAILS



Date	08 August 2024
Venue	Menara SSM@Sentral, Kuala Lumpur
Time	9.00AM – 5.00PM
Training Methodology	As stated above
Fee	RM500.00 Standard RM400.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	8 Points



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HOW TO REGISTER?

STEP 1

Strictly via online registration at <https://e-comtrac.ssm.com.my> 

STEP 2

NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

EXISTING USER

- Key in USERNAME and PASSWORD
- Click on SIGN IN

STEP 3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.



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TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

Payment Mode

- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

Certificate of Attendance

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- A participant is allowed to attend **ONE** programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.
- SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

Cancellation / Absent

- No refund will be given to participant who failed to attend the programme.
- Replacing registered participant is not allowed.

Transfer

- Transfer of registration fee to another training programme is not allowed.

Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

Personal Data Protection Notice

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to obtain your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my.

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Disclaimer

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All information contained in the brochure is correct and accurate at the time of publication.

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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