

Creative Time, Stress and Anger Management Skills

*Brand New Creative and Practical Ways
to Manage Time, Stress and Anger*

by **Zeeshan Lakhpaty**



18 December 2014
Karachi Marriott Hotel



24 December 2014
PC Hotel, Lahore

9:00 am to 5:00 pm

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In today's fast paced rapidly changing work environment, the old techniques of time, stress and anger management are becoming obsolete. The biggest challenge for the organizations today is to increase their employee's productivity with the demanding deadlines, increasing workload, challenging objectives and high expectations while keeping them fully engaged, happy and motivated. According to a survey published in BBC news, the productivity and engagement level of employee's decreases by 50% if the employees are not able to manage time, stress and anger effectively which affects the organization business and profits significantly.

This highly engaging program will equip the participants with new creative practical tools and techniques with the help of simulations, real examples, success stories, role plays, industry benchmarks, case studies and brainstorming activities equipped with highly rich contents that will enable them to manage time, stress and anger creatively with transferrable workplace learning outcome.

Learning Outcomes:

At the end of the workshop, the participants will be able to:

- Save time up to 30 percent*.
- Increase execution of tasks by 25 percent*.
- Prioritize tasks more effectively and creatively.
- Overcome procrastination and delays.
- Become proactive and plan proactively.
- Use delegation as a strong time saving tool.
- Manage Emails to save significant time.
- Utilize stress as productivity tool.
- Increase focus and energy level by 20 percent*.
- Learn monkey management techniques.
- Develop better workplace relationships by reducing and managing anger.

Who Should Attend:

Everyone who wants to manage time, stress and anger more effectively and creatively.

Training Methodology:

- Group Discussions
- Role Plays
- Real Corporate Case Studies
- Relevant Industry Examples
- Brainstorming Discussions
- Video Clips
- Hands on Implementation Assignments
- Workplace Transferable Tools and Techniques
- Open and Friendly Learning Environment
- Interactive Presentation
- Post Training Assignments

Training Includes:

- Course Workbook
 - Training Material
 - Certificate of Participation
 - Post Training Assignments
 - Group Photograph
 - Lunch and High Tea
 - Networking Opportunities and Amazing Learning
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COURSE CONTENTS:

MODULE 1:

Three P's Planning, Prioritizing and Performing

- Learning how to plan your daily, weekly, monthly and quarterly activities in order to achieve long term goals, short term targets and objectives.
- Shifting from time management to choice management approach.
- Optimizing efforts with INO Important, Neutral, Ordinary efforts as per tasks significance.
- Differentiating between urgent, important, not urgent and not important tasks.
- Using To-Do-List and Not To-Do-List for managing tasks effectively.
- Learning how to implement Priority Time Management Matrix creatively.

Controlling Distractions and Beating Procrastination:

- Understanding when do we procrastinate and the reasons behind procrastination.
- Adopting five practical steps to overcome procrastination.
- Learning the Swiss Cheese model.
- Identifying your time wasters and eliminating them from your routine.

Do's and Don'ts of Multitasking:

- Realizing the truth and lies about multitasking.
- Differentiating between juggling and multitasking.
- Adopting the new method of multitasking while staying focused towards important tasks.
- Learning the ability to achieve several tasks by giving full attention to each task.

Living and Breathing Proactivity:

- Understanding proactivity and why organization today needs proactive employees.
- Being proactive, adopting proactive behaviors and planning tasks proactively.

Using Delegation as Time Saving Tool:

- Understanding how delegation can benefit to save significant time.
- Overcoming barriers to delegation.
- Learning when, how and whom to delegate for better results.
- Learning the powerful six step delegation process.

Managing Emails is Managing Time:

- Learning ten practical ways to manage emails in such a way that it doesn't manage you.
- Composing and writing email messages in fast, effective and clear manner.
- Nurturing modern email etiquettes to save plenty of time.
- Getting much faster response of your emails through SMART Subject Lines.

- Using filters and special notifications to identify emails from boss and important contacts.
- Learning when not to use email to save time.

Managing Monkeys to Manage Time:

- Learning how others can manage to do so many things while you are always in race against time.
- Understanding monkey management and adopting practical monkey management techniques.
- Learning how to identify monkeys and how to say NO to monkeys in a good manner.

MODULE 2:

Understanding Stress:

- Understanding the root causes of stress and why we get stressed.
- Understanding the impact of stress on individual and organizational level.

Utilizing Stress as Productivity Tool:

- Learning why stress is important and how to take advantage of stress to increase performance.
- Differentiating between negative and positive stress.

Identifying Individual Stressors:

- Maintaining stress diary by identifying work related/ personal stressors and their symptoms.
- Monitoring your stress level and detect when it is reducing your performance.

Developing Social Support:

- Sharing the problems with others by developing a social support within the organization.
- De-isolating from stressful situations to avoid unnecessary boiling point.
- Involving team members in difficult and stressful times.

Effective Techniques for Stress Management:

- Taping away stressors with Emotional Freedom Technique EFT.
- Altering the eating and sleeping habits to increase energy levels.
- Learning simple breathing exercises and body postures to reduce stress levels instantly.
- Learning how to adopt the new work life balance approach for reducing stress.

Managing Emotions and Anger:

- Recognizing and understanding your moods and emotions and their effect on others.
 - Controlling and guiding your emotions while responding to stressful situations.
 - Establishing rapport with others and improving the effectiveness of your communication.
 - Understanding other's feeling and perspective when dealing with stressful situations.
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Course Facilitator

Zeeshan Lakhpaty

Zeeshan Lakhpaty is a well known Corporate Trainer & International Speaker having trained thousands of participants in Pakistan, Dubai, Egypt, Bangladesh, Sri Lanka, Singapore and Malaysia.

Zeeshan's experience includes training employees from a wide range of industries including banking, insurance, pharmaceutical, telecom, FMCG, information technology, manufacturing, automobile, petroleum and agro chemical industries.

Zeeshan is on the distinguished panel trainers for international assignments with OnTrack International in UK, Momenta Aprikot in Malaysia, Association of Professional Trainers in Singapore, Settec Inc. in Egypt and JHC International in West Africa.

Zeeshan is among very few industry trainers who have practical working experience with top multinational organizations; Zeeshan has worked in various roles with Proctor and Gamble P&G, English Biscuit Manufactures EBM and Royal Bank of Scotland RBS which gives him an edge in designing practical learning interventions with transferrable workplace skills.

Zeeshan has been the key note speaker in several national and international conferences few of them including Egypt Leadership Conference 2010 in Cairo, Egypt, South Asia HRM Conference 2010 and International Leadership Summit 2012 in Dhaka, Bangladesh.

Zeeshan regularly travels to Singapore for training assignments and key note speaking engagements. Zeeshan is the professional member trainer of the Association of Professional Trainers, Singapore, Asia Professional Speaker's Singapore APSS, Facilitator's Network Singapore FNS and International Coaching Federation ICF. Zeeshan was awarded as a best speaker by various Toastmaster International Clubs based in Singapore few of them including YMCA Toastmaster and Whampao Toastmaster International.

Zeeshan successfully completed certification program on Training Need Assessment TNA Best Practices from Management Development Institute Singapore MDIS one of the leading institute based in South East Asia.

Zeeshan regularly writes for DAWN as one of the prominent authors of the best workplace articles published in DAWN Advertiser.

TESTIMONIALS...

"Mr. Zeeshan Lakhpaty conducted training for our Total PARCO employees. The best thing about the training was the contents were easily understandable by everyone with real life scenarios and the best practices which we often ignore at workplace. Mr. Zeeshan is highly knowledgeable and well equipped trainer"

Area Project Manager, Total PARCO

Mr Lakhpaty. Thank you for the great in-house training session. I must say you delivered quite an effective session. It was truly inspiring and helped broaden our insight about our own development. The training was well suited and presented with great expertise, we are sure to benefit from it. Your experience and knowledge brought us one step forward. Will surely be looking forward to attend more of your sessions in Toyota IMC.

Deputy Manager Plant Engineering, Toyota Indus Motors Co.

I was really fortunate to attend the training of Zeeshan Lakhpaty organized by Novo Nordisk held at Marriott. We learned a lot from the training which will benefit us to perform our jobs. If anyone want to make a difference in personality just attend Zeeshan Lakhpaty trainings.

Sales Associate, Novo Nordisk

It was really an effective training at Agility Logistics conducted by Mr. Zeeshan Lakhpaty. The training was very much relevant to our work and we learned new skills and techniques in a very friendly professional manner. Mr. Zeeshan did a great job.

Account Manager, Agility Logistics

"The in-House training delivered by Mr. Zeeshan Lakhpaty was highly interactive with customized role plays, scenarios and examples. This training will contribute towards positive change and betterment for our company customer service internally and externally.

Assistant Manager Human Resources, DP World

"Zeeshan Lakhpaty training sessions on living our company core values and objective setting were really superb and very fruitful. Zeeshan is playing an important role in Wateen transformation and we have already started implementing the learning's and tools."

Asst. Mgr. Media, Wateen Telecom The Abu Dhabi Group Co.

Regular Tuition Fee: Rs. 14,500 per participant

Group Discount: 10% Discount for 3+ nominations from the same organisation