

MANAGING STRESS AND ENHANCING RESILIENCE FOR PROFESSIONAL ASSISTANT

12th - 13th August 2024

18th - 19th November 2024

Kuala Lumpur (In Person) / Online Training

Major Benefits of Attending

By the end of the course, Participants will be able to:

- **UNDERSTAND** Stress with respect to recognizing sources & symptoms of stress
- **DISTINGUISH** between positive (Eustress) and negative stress (Distress)
- **DEVELOP** Resilience through identifying personal strengths, apply resilience-building techniques to manage work-related challenges
- **IMPLEMENT** Stress Management Techniques, practice mindfulness & relaxation
- **UTILIZE** time management to prevent burnout
- **ENHANCE** Communication & Interpersonal Skills, improve communication skills to better handle situations
- **FOSTER** positive workplace relationships.
- **APPLY** Practical Tools & Strategies, create a personal stress management & resilience plan. **USE** tools learned during the workshop in day to day professional & personal lives.

Course Methodology

Client has the option to choose to participate either below method.

Online Training : *This course will be conducted via Zoom.*

Kuala Lumpur Hotel: *This course will be conducted at the hotel with the trainer on site. Participants will need to bring their own laptop. Lunch/Dinner and 2 networking breaks will also be provided.*

Why you Should Attend?

Attending the 2-Day Masterclass Workshop on Managing Stress and Enhancing Resilience offers professional assistants' invaluable benefits. Participants will acquire practical skills to identify and manage stress, boosting their overall well-being and productivity.

Who Should Attend?

This course has been specifically designed for:

- Professional Assistants: Administrative, executive, and personal assistants looking to enhance their stress management and resilience skills.
- Office Managers: Individuals responsible for managing office environments and supporting teams.
- Secretaries: Professionals seeking to improve their ability to handle high-pressure tasks and interpersonal challenges.
- Support Staff: Employees in support roles who wish to develop better coping mechanisms for workplace stress.
- Team Leaders and Supervisors: Those overseeing administrative staff, aiming to create a supportive and resilient work environment
- HR Professionals: Individuals focused on employee well-being and productivity, looking to implement stress management and resilience programs.
- Anyone in High-Stress Roles: Professionals in demanding positions who need practical tools to manage stress and build resilience.

Organized by:



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For more details, contact hello@fdb.sg

