

SKILLS DEVELOPMENT SERIES

MANAGING STRESS FOR BETTER PRODUCTIVITY



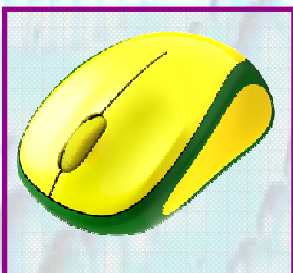
1-Day Training Workshop

Stress management is a strategic and operational concern for all organisations and management. While a universal and natural occurring phenomenon, stress can be a source of pain for some, creating costly mistakes and even effective your physical well-being.

While stress cannot be eliminated we can learn to deal with it effectively to maximise our potentials. By learning how to manage stress, it can be harnessed into a powerful motivating force to drive you to excel!

In this one-day course, learn how to manage work stress to improve your productivity. Stop letting stress get in the way of your potential for excellent work! Learn from a highly acclaimed trainer who has concurred work stress time and again to deliver exceptional results!

Bonus Gifts!!



Free special edition Logitech Wireless Mouse (with advanced tracking and nano receiver!) for each participant for group registrations of three and above only.

25th (Wed) April 2018

Holiday Inn Singapore
Orchard City Centre

LEARN TO CONQUER STRESS

To enhance
your productive
capabilities!



with **Ms Teresa Alberto**

- Been training private and public sectors, including NGOs and colleges since 1986
- Over 25 years of work experience as a Secretary, Personal Assistant, Executive Officer, Administrative Manager and Office Manager to the CEO
- Awarded the International Training Fellow of the World by Junior Chamber International University based in USA (the highest award awarded to a trainer)

... read more on Teresa on the next page!

Register early to enjoy
promotional rates!!

Developed and
organised by:



**MAXIMUS
CONNECTIONS**
empowering people with knowledge



OUR EXECUTIVE TRAINER

Teresa has been training the public and private sectors, including NGOs and colleges since 1986. Her passion in training has brought her to all parts of the world. Her strong beliefs are built on personal development training and discovering skills in individuals by creating positive changes.

She has been working as a Secretary, Personal Assistant, Executive Officer, Administrative Manager and Office Manager to the CEO for the past 25 years in several companies, namely a trading company, timber company, Ministry of Finance, road construction, factory, resort and a printing company. Through her rank and file, she has climbed up the ladder of challenges in managing a company, gaining knowledge and valuable experiences that have equipped her to share and train the younger management staff.

She has been awarded the International Training Fellow of the World by Junior Chamber International University based in USA (the highest award awarded to a trainer). Having captured more than 500 hours of training, Teresa is qualified to conduct the Train the Trainers' course that features the 3 stages of learning (basic, designer, and presenter).

HEAR WHAT OTHERS HAVE TO SAY ABOUT TERESA

"Teresa Alberto is a dedicated hard working trainer and is always looking to add that little bit of additional information to help the people in the group. She is motivating and encouraging with all people whether it be in her training programs or in her day to day life. I've worked with Teresa as a co-trainer and she is a great coach and mentor for the young trainers. I can totally recommend Teresa Alberto to give you and your staff valuable skills and motivation."

KAREN SMYTHE
THE VIBRANT EDGE, AUSTRALIA

"Teresa is a very committed and caring trainer. She makes sure that she knows her subject very well and delivers it wholeheartedly with sheer confidence. Being creative, her training session never fails to captivate her audience."

JANET BAYOU
CUSTOM OFFICER, SABAH

"Teresa..... trains with passion.... A trainer who leaves an undying and unforgettable good memories with the participants....and a trainer well loved by everyone."

FULBERT VOO
SENIOR EXECUTIVE VICE PRESIDENT
JCI PHILIPPINES

HEAR WHAT PAST COURSE DELEGATES HAVE TO SAY

“Trainer is very professional and resourceful. She made the class very fun but a fruitful one. I’ve learnt a lot from her. ”

“Trainer is awesome! She is willing to share her personal experiences with her participants. She delivered her subject very well and was well-liked by participants!”

“Teresa is really an engaging trainer, love her presentation of the training and she really captivates the participants. Would love to attend other trainings that she conducts in the future!”

HOW WILL THIS COURSE BENEFIT YOU?

BY THE END OF THE COURSE YOU WILL BE ABLE TO:

- ✓ Understand the latest thinking about what stress is and how to measure stress in your own life
- ✓ Identify how stress is present in the work place and how to protect yourself against stress
- ✓ Develop a personal stress management plan
- ✓ Understand the nature of stress and how it undermines personal effectiveness, productivity and quality of life
- ✓ Recognise and reduce stress symptoms before they become a problem
- ✓ Maintain the worklife balance and dealing with difficult people
- ✓ Reduce emotional reactivity and anger
- ✓ Understand how your personality style can magnify or minimise stress

WHO SHOULD ATTEND

ALL EMPLOYEES IN THE ORGANISATION WHO WISH TO LEARN THE TRICKS TO MANAGING STRESS AT WORK.

PROGRAMME OUTLINE

Session 1 : What is your stress level?

An analysis of your stress level and how you can help yourself.

A workshop session to discuss on the different stress experiences and levels. And what can be done.

Lessons learn:-

- Your stress level
- What you can do to help yourself
- Learning from others

Session 2 : Good and Bad stress

Good stress can be a motivating factor and push you beyond your limits that can drills your creativity and innovation. By doing so, you may discover new things about yourself, and produce productivity.

Bad stress is about being unable to control your emotions, not able to focus or think clear, being negative, low self-esteem, procrastination and just simply 'not my fault' syndrome.

In this session, you will learn:

- The good and the bad stress
- How to deal with it
- To identify the bad before it takes over
- To use the good stress to your advantage

A workshop to discuss issues of this topic to bring about solutions to create positive change and be more productive at work and in life.

Session 3 : Positive stress at work

Stress can be a good sign if you are able to recognize / be aware of it. Using it to your advantage, it will help you to have the right energy, push, and be able to balance your time to beat the dateline.

Lessons learn:-

- Recognise stress and be more positive and focus
- How to use stress to build good energy, right attitude and able to balance

Session 4 : Tackling difficult people and situation

A workshop of examples of difficult people and challenging situation that leads to stress.

Lessons learn:-

- Learning how to handle difficult people
 - angry
 - demanding
 - irritating
 - others
- Learning how to handle challenging situation
 - political
 - crowded and noisy
 - not conducive to work

Session 5 : Planning and Balancing life

Planning can be stressful especially if you are to adhere to it 24/7. Being a perfectionist and not adjustable or flexible...that's stressful!

So let's get some planning to balance life to reduce stress.

A workshop session on planning and balancing.

REGISTRATION CONTRACT

Please complete this form immediately and fax to
(65) 6234 2106 or scan and e-mail it to
register@maximusconnections.com

A. Delegate's details

1) Name: _____
Position: _____
Email: _____

2) Name: _____
Position: _____
Email: _____

3) Name: _____
Position: _____
Email: _____

Organisation: _____

Address 1: _____

Address 2: _____

Country: _____ Postcode: _____

Nature of Business: _____

Tel: _____ Fax: _____

B. The Invoice should be directed to (Dept)

Name: _____

Dept: _____

Tel: _____

E-mail: _____

C. Authorising Officer's details

Name: _____

Title: _____

Tel: _____

Signature: _____ Date: _____

This booking is invalid without an authorised signature.

1-Day Workshop Fee:

- S\$ 452 net per delegate
(Early Bird Rate, by 13th March 2018)
- S\$ 494 net per delegate
(for registrations after 13th March 2018)
- Group Registration (three and above in one application):
each participant entitled to a Logitech Wireless Mouse

[Fee includes documentation, refreshment, lunch & all relevant taxes (we do not charge GST)]

A certificate of recognition will be given upon course completion.

TERMS & METHOD OF PAYMENT

An official invoice will be sent to you after receiving the registration contract. Placement is only confirmed when full payment is received within **twenty-one (21) days** from invoice date. We reserve the right to impose late payment charges. For late registrations, payment must be received prior to the course date.

1) **Cheque** : Made payable to
Maximus Connections
Send it to:
Maximus Connections (Payment 454),
9 Bishan Street 15 #31-18 Singapore 573909

2) **Bank** : DBS Bank, Singapore
Current Account Number: **070-900872-0**
(Quoting your Company Name and "P454" as reference)

CANCELLATIONS & SUBSTITUTIONS

All cancellations of registration must be notified in writing. If cancellation by 4th April 2018, you will be entitled to a 50% refund. Regrettably, no refund will be given for cancellation after 4th April 2018. However, a complete set of documentation will be sent to you. Substitutions are welcomed at any time before 18th April 2018 with formal notification in writing.

NOTE

It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participants of the change. Maximus Connections will not be held liable for any costs arising from this change.

HOTEL ACCOMMODATION

Accommodation is not included in the fees. If you need accommodation at the workshop venue, kindly contact Holiday Inn Singapore Orchard City Centre, 11 Cavenagh Road, Singapore 229616, Tel (65) 6733 8333. Or visit www.holidayinn.com/sin-orchard

REGISTER NOW

Contact **Mr Ryan Loh**
Tel: (65) 6451 7698, Fax: (65) 6234 2106
Email: register@maximusconnections.com
www.maximusconnections.com (Regn No: 531 13082K)