London TDM

Administration and Office Management Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 12 April 2026 To 16 April 2026

Course Place: Royale Chullan Hotel

Course Fees: 6,000 USD

Introduction

In today's fast-paced work environment, managing stress effectively has become imperative for maintaining productivity and well-being. This 5-day course is designed to equip professionals with practical tools and techniques to identify, manage, and reduce stress in the office setting. Participants will learn strategies to create a more balanced work-life dynamic, enhance personal resilience, and foster a healthier office environment.

Objectives

- Understand the root causes and effects of stress in the office.
- Learn practical stress management techniques for daily use.
- Develop personalized stress management plans.
- Create supportive and stress-reducing workplace environments.
- Promote long-term well-being and resilience.

Course Outlines

Day 1: Understanding Office Stress

- Identify common sources of stress in the workplace.
- Recognize the signs of stress in yourself and others.
- Understand the short and long-term effects of unmanaged stress.
- Explore the psychological and physiological aspects of stress.
- Assess your current stress levels through self-evaluation exercises.

Day 2: Stress Management Techniques

- Introduction to mindfulness and relaxation techniques.
- Practical breathing exercises for immediate stress relief.
- Time management strategies to reduce workload stress.
- Developing healthy lifestyle habits that minimize stress.
- Interactive session: Creating a personal stress relief toolkit.

Day 3: Building Resilience

- Definition and importance of resilience in the workplace.
- Skills for emotional regulation and maintaining a positive mindset.
- Developing strong social support networks at work.
- Setting boundaries to prevent burnout.
- Workshop: Building your personal resilience plan.

Day 4: Cultivating a Stress-Reducing Environment

- Evaluate workplace culture and its impact on stress levels.
- Strategies for promoting a positive work environment.
- Implementing open communication and conflict resolution tactics.
- Encouraging work-life balance among team members.
- Case studies: Successful stress reduction in corporate settings.

Day 5: Long-term Stress Management and Well-being

- Review and refine personal stress management plans.
- Establish goal setting and progress tracking for stress management.
- Integrating ongoing learning and adaptation to stressors.
- Maintaining motivation for continuous stress management practice.
- Certification and course conclusion: developing a commitment to personal well-being.