

Working Under Pressure Employee Training

Duration: 5 Days

Language: en

Course Code: PH1-139

Objective

Upon completion of this course, participants will be able to:

- Understand the sources and impacts of workplace pressure on performance and well-being.
- Learn stress-management techniques to remain calm and productive.
- Develop time management skills to prioritise tasks effectively under pressure.
- Enhance decision-making and problem-solving skills during high-stress situations.
- Improve communication and teamwork while working under tight deadlines.
- Build emotional resilience and a positive mindset to cope with challenging scenarios.

Audience

This course is designed for:

- **Employees at All Levels** : Individuals who face high-pressure situations in their roles, including those in fast-paced industries, customer service, or high-stakes projects.
- **Team Leaders and Managers** : Professionals responsible for leading teams under tight deadlines and high demands.
- **Project Managers** : Individuals managing complex projects with multiple priorities and stakeholders.
- **Customer-Facing Staff** : Employees in roles that involve handling difficult customer interactions or managing crises.
- **HR and Wellness Professionals** : Those involved in employee development, stress management, and promoting a healthy workplace environment.

Training Methodology

The course employs a variety of training methods to ensure participants learn both theoretical and practical aspects of managing pressure:

- **Instructor-Led Lectures** : Experts will provide insights into stress management, time management, and decision-making techniques for high-pressure environments.
- **Interactive Group Discussions** : Participants will discuss their experiences, exploring different perspectives on handling pressure at work.
- **Role-Playing Exercises** : Participants will simulate high-pressure scenarios, practising communication, decision-making, and stress-management techniques in a safe environment.
- **Hands-On Activities** : Interactive exercises, such as time management games and stress-relief techniques, will help participants apply skills in real-time.
- **Case Study Analysis** : Real-world examples will be reviewed to demonstrate successful and unsuccessful strategies for working under pressure.
- **Feedback and Self-Assessment** : Participants will assess their own stress responses and receive feedback on their strategies for improvement.

Summary

Working under pressure is inevitable in today’s fast-paced and demanding work environments. This "Working Under Pressure Employee" training course is designed to help professionals manage stress, maintain productivity, and make clear decisions even when faced with tight deadlines, high expectations, or challenging situations. Handling pressure effectively improves performance and improves overall job satisfaction and mental well-being.

The course provides a comprehensive overview of techniques and strategies for managing stress, improving time management, and building emotional resilience. It covers identifying stressors, adopting stress-reduction techniques, prioritising tasks, enhancing communication under pressure, and maintaining a positive mindset during difficult times. Participants will learn to break down complex tasks into manageable steps, balance multiple priorities, and stay calm and focused in high-pressure scenarios.

Through interactive exercises, role-playing, and case studies, this training empowers employees to thrive in high-pressure environments while maintaining their health and work-life balance. By the end of this course, participants will be equipped with practical tools and skills to handle pressure constructively, boosting both their effectiveness and contribution to the team’s success.

Course Content & Outline

Section 1: Understanding Pressure and Stress in the Workplace

- Defining Workplace Pressure and Its Sources
- Recognising Signs of Stress and Pressure in Employees
- The Impact of Pressure on Productivity, Health, and Well-being
- Differentiating Between Healthy and Unhealthy Stress

Section 2: Managing Stress Effectively

- Identifying Personal Triggers and Responses to Stress
- Techniques for Stress Reduction: Mindfulness, Breathing Exercises, and Relaxation Techniques
- Developing a Stress-Management Plan
- The Role of Physical Health in Reducing Stress (Nutrition, Sleep, Exercise)

Section 3: Time Management and Prioritization

- Techniques for Prioritizing Tasks During High-Pressure Situations
- Using Tools for Time Management: To-Do Lists, Calendars, and Time-Blocking
- Avoiding Procrastination and Managing Distractions
- Setting Realistic Deadlines and Expectations for Yourself and Others

Section 4: Decision-Making and Problem-Solving Under Pressure

- Techniques for Quick Decision-Making in High-Stress Scenarios
- Breaking Down Complex Problems into Manageable Steps
- The Importance of Staying Objective and Emotionally Balanced When Making Decisions
- Evaluating Outcomes and Learning from High-Pressure Decisions

Section 5: Effective Communication Under Pressure

- Maintaining Clear and Concise Communication During Stressful Situations
- Active Listening and Providing Constructive Feedback
- Managing Conflict and Difficult Conversations Calmly and Assertively
- The Importance of Team Support and Collaboration Under Tight Deadlines

Section 6: Building Emotional Resilience

- Developing a Positive Mindset and Emotional Intelligence
- Techniques for Coping with Setbacks and Failures
- Building Self-Confidence and Trust in One’s Abilities
- Creating a Support System: Seeking Help and Providing Support to Colleagues

Section 7: Maintaining Work-Life Balance

- Strategies for Avoiding Burnout
- Setting Boundaries and Knowing When to Take Breaks
- The Role of Hobbies and Interests in Stress Relief
- Long-Term Strategies for Sustainable High Performance

Section 8: Case Studies and Practical Applications

- Real-World Scenarios of Working Under Pressure
- Analysing Different Approaches to Managing High-Stress Situations
- Practical Exercises: Role-Playing High-Pressure Situations and Finding Solutions

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Administration & Secretarial, Human Resources Management (HRM)

Tags

employee training, Working Under Pressure

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