

## Managers Battleground - Managing Time, Emotions & Stress

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**Date** : Friday, March 22, 2013

**Shift** : Morning

**Venue** : Bdjjobs Training, BDBL Building (Level 19), 12 Kawran Bazar C/A, Dhaka 1215.

**Last Date of Registration** : 20 March, 2013

**Time** : 9:30AM - 5:30PM

**Registration Fees** : Tk. 4000.00/Participant  
Get 5% discount by paying online

Pay Online for Registration

### RESOURCE PERSON



**Dr. Upali Mahanama**  
DBA, FSBP, MNZIM, FMSLM,  
Marketing & Management Consultant,  
Sri Lanka

Dr. Upali Mahanama is a Marketing Consultant and a Management Trainer of international repute, with exceptional Training skills and a unique style.

In 2005, he was conferred a Doctorate in Business Management by Phoenix International University and a Fellowship by the Society for Business Practitioners U.K. He also holds the Membership of the New Zealand Institute of Management.

From an International Panel of 8 Presenters, he was adjudged the Best Presenter in the U.A.E. As Chairman of Junior Chamber International, U.S.A. he conducted numerous Training Seminars internationally, covering a range of Subjects like Communication, Presentation Skills, Time Management, Emotions & Stress Control, Leadership & Teambuilding.

His academic career includes Visiting Lecturer of University of Ceylon 1979-81, Consultant/Trainer of Post Graduate Inst. of Management, Sri J'pura University 2002, Course Director, Polytechnic Diploma in Marketing 1990 -95, Visiting Lecturer, Katubedde University, Moratuwa 2002, Board Member of Editorial Advisory Board - Rajiv Academy of Management, India, Consultant of Curriculum Panel - Rajarata University, Sri Lanka 2005 and Senior Associate & Advisor - Nutshell Forum since 2004. He is the co-author of "Marketing Skills in Management" published in India in February 2008 and he has contributed numerous articles to International Journals.

### WHO CAN ATTEND

A highly interactive Full day Training Seminar specifically designed with a practical and motivational thrust for Managers, to identify the reasons for Stress, the problems of Emotions Control and Time Management and develop a Professional approach to overcome these

### Managers Battleground - Managing Time, Emotions & Stress

A highly interactive Full day Training Seminar specifically designed with a practical and motivational thrust for Managers, to identify the reasons for Stress, the problems of Emotions Control and Time Management and develop a Professional approach to overcome these weaknesses to enhance Productivity and Profitability.

#### WHY IS THIS COURSE IMPORTANT?

The growth and development of a Company, in the highly competitive world of today, lie almost exclusively on the strength of its Managers. To combat steadily escalating competition and increase Market Share, professional management of all Company activities is vital. It is a specialized field which demands priority attention.

Most Managers in a Company work in isolation. They have to face many obstacles and challenges to be on track. The impact of globalization has increased the pace of work and organizations are placing greater demands on their Managers and expect higher levels of Productivity.

Often, the Targets set for Managers are not quite reasonable, resulting in a high degree of work pressure. This inevitably leads to:

- Loss of Job Satisfaction
- Inability to Control Emotions
- Stress which leads to further complications
- Poor Time Management
- Consequently - Loss of Productivity

Thus, Managers of today should understand the causes of Stress and be able to effectively control Emotions & manage their Time effectively, to achieve declared objectives.

Organizations which focus on constantly improving their Managers' Skills and Productivity, will excel in the future and emerge as winners.

A disciplined, highly motivated Professional Manager with proven Skills is a definite asset. Thus, Managers should be well-trained persons, with a high degree of knowledge and special skills over and above their normal technical knowledge.

This Training Seminar has been carefully designed and developed over the years, to explore the new role of a Manager – a Manager who can face challenges and develop a learning culture within the organization, through a highly interactive and innovative approach. By projecting the individual Participants into various situations often faced by Managers, their actual responses would be analyzed and corrected.

The Methodology employed will enable the Participant to:

- Manage his Job Function professionally
- Control his Emotions effectively
- Understand the Causes of Stress
- Develop the Art of Handling Stress
- Consequently - improve Productivity

#### COURSE HIGHLIGHTS

This Seminar offers a special Benefit Formula. In overall terms, the Participants will be able to identify the value of 3 key facets of Modern Management – Handling Stress, Controlling Emotions & Time Management and it will offer a projective psychological test - in the sense that: "There is not always a Right or Wrong Answer in most Management Situations".

At the conclusion of the Seminar Participants will be able to:

- Realize: The Power of Professionalism in Competitive Business.

weaknesses to enhance Productivity and Profitability.

#### METHODOLOGY

**Group Exercise Case Study Interactive Lecture**

#### BOARDING

Arrangement for lunch and two tea-break would be made by the Organizer during the workshop

#### WORKSHOP DETAILS

##### Venue:

Bdjobs Training, BDBL Building (Level 19),  
12 Kawran Bazar C/A, Dhaka 1215.

##### Date & Time:

Date: Friday, March 22, 2013

Time: 9:30AM - 5:30PM

##### Workshop Fees:

Tk. 4000.00/Participant

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Be  
Accountable.  
We'll find a  
buddy to help  
you, while you  
help them



- Focus: On Skills, Knowledge, Disciplines & Leadership in Management
- Understand: The Problems & Challenges of Modern Management
- Identify: The need to cope with the Workload & maintain Job Satisfaction
- Understand: The importance of Emotions Control & Improving Productivity
- Identify: The Disciplines of Facing Criticism & Developing a knowledge Base
- Understand: The Causes triggering Stress
- Focus: On the Disciplines of Stress Management
- Appreciate: The adverse impact of Ineffective Time Management
- Identify: Common Time Wastes & Taking Corrective Measures
- Focus: On the Disciplines of time Management

#### Contents of Training:

##### MODULE 1 - PROFESSIONALISM & THE MODERN MANAGER

- PROFESSIONALISM & THE COMPETITIVE BUSINESS ENVIRONMENT
- YOUR NEW PROACTIVE ROLE AS A PROFESSIONAL MANAGER
- FACETS OF PROFESSIONALISM – KNOWLEDGE, SKILLS, DISCIPLINES & LEADERSHIP
- THE WELL BALANCED MANAGER & TEAMWORK

##### MODULE 2 – EMOTIONS CONTROL & MANAGERIAL SUCCESS

- “ARE YOU REALLY HAPPY IN YOUR JOB” - EXERCISE
- ANALYSIS OF EXERCISE - DISCUSSION
- HANDLING RESPONSIBILITIES & EMOTIONS CONTROL
- THE ART OF FACING CRITICISM & ITS EFFECTIVE USE
- PRACTICAL TIPS ON HANDLING CRITICISM

##### MODULE 3 - EMOTIONS CONTROL & HANDLING A CRISIS

- “ HOW WELL CAN YOU HANDLE A CRISIS” - EXERCISE
- ANALYSIS OF EXERCISE - DISCUSSION
- HANDLING A CRISIS & CONTROLLING WORRY
- TAKING RISKS & RISK MANAGEMENT
- PRACTICAL TIPS ON EMOTIONS CONTROL

##### MODULE 4 - TIME MANAGEMENT & PRODUCTIVITY

- DANGERS OF INEFFECTIVE TIME MANAGEMENT - WORKSHOP
- COMMON TIMEWASTERS - WORKSHOP
- ADVANTAGES OF MANAGING TIME EFFECTIVELY - WORKSHOP
- PRESENTATIONS BY TEAM LEADERS - EXERCISE
- ANALYSIS OF PRESENTATIONS - DISCUSSION
- DISCIPLINES OF EFFECTIVE TIME MANAGEMENT

##### MODULE 5 - THE CHALLENGE OF STRESS MANAGEMENT

- “PERCEPTION” - TEASER
- REASONS TRIGGERING STRESS - WORKSHOP
- PRESENTATIONS BY TEAM LEADERS - EXERCISE
- DISCIPLINES OF STRESS MANAGEMNT
- OPEN FORUM - DISCUSSION
- SEMINAR EVALUATION & CLOSING FORMALITIES

 [Request for Registration](#)

Certificates will be awarded to participants at the end of workshop  
**REGISTRATION DETAILS**

For **Registration** or additional information please call us at **9140345,9117179, 01811410862, 01926673096**

or E-mail at  
[asad@bdjobs.com](mailto:asad@bdjobs.com) or [saleehin@bdjobs.com](mailto:saleehin@bdjobs.com)

To confirm your registration, Please pay the registration fee by **20 March, 2013** at **Bdjobs.com Office by A/C Payee Cheque or cash.**

**Bdjobs.com Ltd.**  
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Dhaka - 1215

**Bdjobs.com Training Program in March 2013**