

Managing Workplace Pressure

Everyone has to go through some stress at a point in their career. In the long term, this will affect your team, ability to perform, and workplace. Not everything can be in control, but with the right step and plan of action, you can learn to cope and combat with any difficult situations thrown at you.

Managing Workplace Pressure is a highly interactive online course within our [Professional Development Skills](#) series. At the [Civil Service College](#), we tailor our courses to each attendee's role and organisations, ensuring that each delegate gets the most out of the training. Our courses and trainers are continuously updated and evaluated to ensure that we are always delivering the best service possible.

Aim

To provide participants with a clear understanding of:

1. The many and varied causes of pressure, and how they can be managed and alleviated.
2. How to use pressure in a positive way, to maximise performance.
3. The need for prioritisation, how that helps to ease pressure, along with the setting of reasonable goals and managing expectations.
4. The role of effective team building and clear communications in reducing pressure

Methodology

The specific needs of the participants, gleaned from their pre training questionnaires, will shape the training.

A range of interactive scenarios, based on the working lives of the group in a range of high pressure exercises, will be used to illustrate and explore the points being made.

The sharing of participants' experiences, and group discussion and interaction will be encouraged, under guidance from the trainer to ensure focus.

We will build teams of our own to encourage competitiveness as we deal with rapidly changing situations and the pressures to which they give rise.

Training methods and tools

- Presentations will outline each subject area, with questions and exercises to explore and investigate in more depth.
- To reflect real world situations, the exercises will include rapidly changing scenarios, designed to increase the pressure.
- Discussions will form a regular part of the day, with particular focus on participants' experiences.
- Two teams will be created, to compete in exercises, then share their experiences and learning.

Sample Programme

Agenda

- 10.00 – 11.15** **Session one - Welcome and introductions.**
- What is pressure, and where does it come from?
 - What was the most pressured situation you've ever been in, and why?
 - A newsroom exercise to explore the causes and effects of pressure in a rapidly changing situation.
 - Self-awareness and personal triggers for feeling the pressure.
 - The pluses of pressure, with a surprise exercise for illustration.
- 11.15 – 11.30** Break
- 11.30 – 13.00** **Session two**
- Recognising priorities and using them to deal with pressure, featuring an exercise of life and death.
 - Managing expectations and dealing with demand, from both above and below in your organisation.
 - A discussion on how to deal with the hierarchy.
 - The role of team working in reducing pressure, and an army officer exercise to illustrate.
- 13.00 – 13.30** Lunch
- 13.30 – 15.00** **Session three**
- Internal and external pressure, scheduled and sudden pressure.
 - Personality types and their reaction to pressure, with an exercise in speechwriting and presentation against the clock.
 - The clear visualisation of a goal to help relieve pressure.

- The importance of variety of work and taking breaks in alleviating pressure.
- How good preparation can combat pressure, and an exercise looking ahead to the next session.

15.00 – 15.15 Break

15.15 – 16.30 Session four

- Clash or cooperation between work and personal life pressure.
- The route to inner calm, and an exercise to get there.
- Alleviating pressure through lifestyle, and the context of a situation.
- The power of clear and effective communications in reducing pressure, featuring an exercise to investigate the dangers of mixed messages.

16.30 – 17.00 Roundup, discussion and questions