

TIME & STRESS MANAGEMENT



Time Management

- Time Management skills that give you Competitive edge
- Self Management/Knowing Your working style
- Improving your Time management
- Coping with Time Wasters/Tips for saving time
- Checking your Time Management Efficiency Quotient (TMEQ)

Stress Management

- Pressure/ Stress :Are you in control
- Working model of Stress, Coping and Resilience
- Changing your thinking(Thinking errors/Overcoming self esteem trap)
- Changing your Imagery(Self Motivation-Time projection- relaxation imagery)
- Changing your Behavior (Type A/B, 3 step model Assertion, social support)
- Dealing with work related Stress
- Stress self audit



(The Training workshop will be supported with various Activities)

- Beliefs that can Kill (a look at irrational thinking in workplace)
- Capturing a daydream (creativity and relaxation)
- Anti-Boredom Game (positive planning for slow times)
- The Nirvana Room (low stress workplace)
- Reach the Sky (stretching)
- Ready Set Sit (Power of relaxation posture)
- The Twenty eight hour day (more hours through time management)
- Stacked to the Ceiling (structured approach to organizing and prioritizing)

Date: 19th Sept, 2015.

Venue: NBI Hall, Kathmandu.

Time: 9:30am to 5:00pm

Trainer's Profile



Mr. Umang Jung Thapa
Managing Director
Consult Pro

Umang Jung Thapa is a certified Corporate Trainer involved in training Banking professionals on Soft skills : Customer Service, Effective Business Communications Marketing, Time Management, Stress management and other Soft Skills. Trainer has trained over 1000 participants for over 25 commercial banks since 2010 with excellent feedback on training effectiveness and ability to address the training needs.

Trainer brings in over 8 years of corporate experience having worked with both multinational and national level banks namely Standard Chartered Bank Nepal Ltd (SCBNL) and Laxmi Bank Ltd (LXBL) as Business Development Manager, Relationship Manager and Corporate Communication Manager between 2002 and 2010.

Trainer currently runs his management consultancy firm - Consult Pro Pvt Ltd since 2010 which gives strategic, marketing and holistic business advice to business enterprise and social enterprises.

Academically Trainer holds a MBA in International Marketing from City of London College, UK. Trainer is also certified by AHLA (American Hotel and Lodging Association), USA as an Educator for Marketing in Hospitality Industry.

Trainer has also been working as senior part time Faculty member at Silver Mountain School of Hotel Management(SMSH) <http://silvermountain.edu.np> since 2007. Currently teaching Exploring Strategy & New Enterprise Creation module of the Queen Margaret University(QMU), Edinburgh, for the BA in International Hospitality and Tourism Management (IHTM) degree of QMU here in Nepal. Other Teaching experience includes faculty at MBA level at International School of Tourism and Hotel Management (www.ist.org.np) Dillibazar