

COURSE OVERVIEW SS0546
Working Under Pressure
(E-Learning Module)

Course Title

Working Under Pressure (E-Learning Module)

Course Reference

SS0546

Course Format & Compatibility

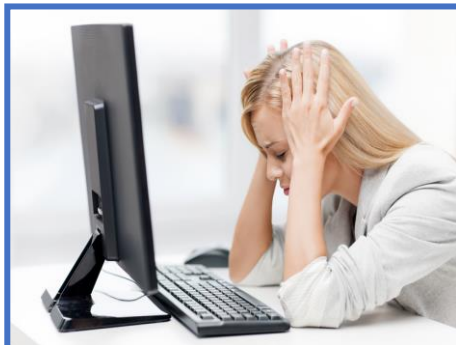
SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration

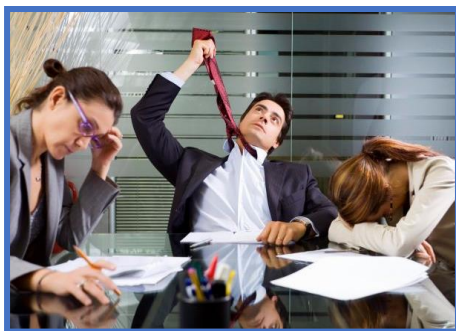
30 online contact hours
 (3.0 CEUs/30 PDHs)



Course Description



Work pressure is the sum of the amount of work (workload) and the time set aside to finish that work as compared with the employee's ability to cope. That ability to cope depends on the employee's personality and is influenced by circumstances in the home and in the workplace. Organisational factors related to the work itself and the working environment also play an important role in the overall picture. When an employee is unable to meet the demands of work (within the time available), a work pressure problem arises that can lead to work stress. Work stress can eventually cause the employee to feel excessively tired, exhausted and depressed, as well as to suffer physical ailments.



Work pressure and stress can lead to a deterioration in the way employees work or even result in their becoming sick. That can have an impact on the atmosphere in the workplace, the quality of the work produced, and so on. The causes of work pressure and stress may lie in the work itself, in the employee's private circumstances, or in a combination of both. Whatever the reason, the problem affects employee performance. In many cases, the solution lies in a package of measures targeting both the company and the individual.





This E-Learning course is designed to provide participants with an up-to-date overview of the working under pressure skills. Participants will learn how to anticipate problems related to work pressure, and, should they arise, to recognise them in good time and do something about them. In the end, everyone benefits from having a working climate that supports employees and is pleasant to work in. The course looks at a range of different factors that play a role in work pressure and stress and suggests some possible solutions.

The course covers the work-related stress and the four sources of stress; the important aspects of stress; the role of the health safety executive (HSE); the six hazards in the workplace; the signs of stress, work performance, regression, aggressive behaviour, physical signs and other behaviours; the higher risk factors for stress, legal responsibility and the different types of stress; the positive or negative stress, work stress, patterns of pressure in workplace and scale of problem and causes; the workplace stress and the common patterns of work pressure in workplace; the changes to organizational focus, changing nature of work and thinking correctly under pressure; and the cost of stress and the effect of stress on performance and productivity.

During this interactive course, participants will learn the quantification of stress problem, avoiding excessive work pressure and stress, and reducing stress at work; dealing with stressful situations involving people at work; the proper ways to deal with a difficult boss; coping with unethical behaviour in the workplace; improving communication within the work environment; the four basic types of business communication; the four most common types of communication used by Managers; the communication model; the elements in the communication model; the various ways to improve communication at work; managing everyday stressful events; reducing stress levels; acting quickly and decisively when situation demands it; using your senses, taking a break from technology, making quick stress relief a habit and changing stressful situations into positive ones; managing workload; applying work-life balance; the 6 components of work-life balance; and the 7 practices (habits) of people that achieved work-live balance.

Course Objectives

After completing the course, the employee will:-

- Apply and gain an in-depth knowledge on working under pressure
- Understand the different types of stress (positive vs. negative stress)
- Understand what are the common patterns of pressure in the workplace today
- Understand and have practiced using the various techniques to be resilient in the workplace
- Be able to reduce stress levels and act quickly and decisively when situation demands it
- Be able to change stressful situations into positive ones
- Discuss work, pressure and stress in the workplace as well as identify work related stress and the four sources of stress



- Define stress and discuss the important aspects of stress and the role of the health safety executive (HSE)
- Recognize the six hazards in the workplace, the signs of stress, work performance, regression, aggressive behaviour, physical signs and other behaviours
- Identify higher risk factors for stress, legal responsibility and the different types of stress
- Discuss positive or negative stress, work stress, patterns of pressure in workplace and scale of problem and causes
- Recognize workplace stress and the common patterns of work pressure in workplace
- Interpret changes to organizational focus, changing nature of work and think correctly under pressure
- Be resilient in the workplace and identify the cost of stress and the effect of stress on performance and productivity
- Quantify the stress problem, avoid excessive work pressure and stress, and reduce stress at work
- Deal with stressful situations involving people at work and apply proper ways to deal with a difficult boss
- Cope with unethical behaviour in the workplace and improve communication within the work environment
- Identify the four basic types of business communication and the four most common types of communication used by managers
- Recognize communication model, the elements in the communication model and various ways to improve communication at work
- Manage everyday stressful events as well as reduce stress levels and act quickly and decisively when situation demands it
- Use your senses, take a break from technology, make quick stress relief a habit and change stressful situations into positive ones
- Manage workload, apply work-life balance and identify the 6 components of work-life balance and the 7 practices (habits) of people that achieved work-life balance

Who Should Attend

This course covers systematic techniques and methodologies on working under pressure for all employees (Level 2) to give them some tips to cope up with pressure/stress at work place.

Course Fee


As per proposal

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

-  USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.



Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Contents

- Work, Pressure and Stress in the Workplace
- Things not Going as Planned at the Office?
- Class Exercise
- Work Stress
- Work Related Stress
- The Four Sources of Stress
- Purpose
- Definitions of Stress
- Important Aspects of Stress
- Pressure and Stress
- The Role of the Health Safety Executive (HSE)
- Six Hazards in the Workplace
- Signs of stress
- Work Performance
- Regression
- Aggressive behaviour
- Withdrawal
- Physical signs
- Other behaviours



- Higher Risk Factors for Stress
- What is Stressful to You?
- Legal responsibility
- Stress Issues for Managers
- Key Points
- Outcomes for Managers
- Different Types of Stress
- Class Exercise
- Types of Stress
- Positive or Negative Stress
- Positive Stress
- Negative Stress
- Work Stress
- Patterns of Pressure in Workplace
- Class Exercise
- Pressure in Workplace
- Scale of Problem and Causes
- Scale of Problem
- How to Recognise Workplace Stress
- Recognise Workplace Stress
- Class Exercise
- Common Patterns of Work Pressure in Workplace Today
- Pressure at Workplace
- Patterns of Work Pressure in Workplace Today
- Patterns of Work Pressure
- Changes to Organizational Focus
- Changing Nature of Work
- Thinking Correctly Under Pressure
- Be Resilient in the Workplace
- The Cost of Stress
- Effect of Stress on Performance and Productivity
- Class Group Discussion
- Quantifying the Stress Problem



- Fighting Excessive Work Pressure and Stress
- Avoid Unnecessary Stress
- How Managers or Employers Can Reduce Stress at Work
- Class Group Discussion
- Dealing with Stressful Situations Involving People at Work
- How to Deal with a Negative Co-Worker
- Dealing with Stressful Situations
- Uncomfortable Work Situation: Your Colleagues Take Credit for Your Work
- Uncomfortable Work Situation: Every Time You Speak Up In a Meeting You're Interrupted
- Uncomfortable Work Situation: Firing Someone Who Works Hard but Isn't Good Enough
- Uncomfortable Work Situation: You Want to Leave at 5 P.M. but You're in An Office of Workaholics
- Uncomfortable Work Situation: Your Employees Don't Respect You
- Dealing with Difficult People
- Ways to Deal With a Difficult Boss
- Coping with Unethical Behaviour in the Workplace
- Class Discussion- Case Studies
- Improving Communication Within the Work Environment
- What is the most sacred and precious treasure in your life?
- My family!
- What is the most important tool/aspect/way used to protect that treasure?
- Communication!
- Communication explained.?!
- The four basic types of business communication
- The four most common types of communication used by managers
- Everything ok so far?
- Communication in Work Environment
- Communication Model
- Elements in the Communication Model
- Non-Verbal Cues
- Ways to Improve Communication at Work
- Managing Everyday Stressful Events



- Reducing Stress Levels & Acting Quickly & Decisively When Situation Demands It
- Reducing Stress Levels & Acting Quickly
- Use Your Senses
- Take a Break from Technology
- Make Quick Stress Relief a Habit
- Acting Quickly & Decisively When Situation Demands it
- Changing Stressful Situations Into Positive Ones
- Changing Stressful Situations
- Managing Workload: Working to Live or Living to Work
- Work-Life Balance
- Work-Life Balance Defined
- Work-Life is Based on Your Needs
- 6 Components of Work-Life Balance
- 7 Practices (Habits) of People that Achieved Work-Live Balance
- Practices to Achieve Work-Life Balance
- Class Exercise
- Course Conclusion