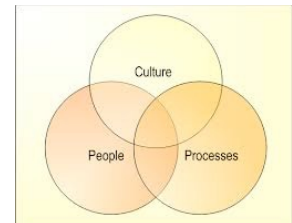


CHANGE & STRESS MANAGEMENT

UNDERSTANDING CHANGE

Understanding the pros and cons of change
Understanding global change
Learn how people respond to change
Why some people thrive on change
Why some people are resistant to change
The 20/50/30 Rule
Identify the 4 steps in the change process
Learn how long to break a habit
Understand how to convince others to change



THE IMPORTANCE OF WORKING EFFECTIVELY WHILE EVERYTHING IS CHANGING

Learn the obstacles to getting results
Learn how to set priorities
Understand the importance of planning
Understand the Pareto Principle, 80/20 rule
Understand the power of focus and “smart” goals
Learn how to get more productivity out of a day



