

DEVELOPING A POSITIVE MINDSET: THE KEY TO WORK LIFE BALANCE

12 FEBRUARY 2020
SECURITIES COMMISSION MALAYSIA



Fee: **RM950**

**Fee is not inclusive of 6% SST*

PROGRAMME OVERVIEW

Stress is a natural response that is often related to one's life events, such as losing a loved one, going through divorce, losing a job or falling ill. It can also be triggered by the day-to-day tasks such as constant work deadlines, tense relationships with spouse and children or even with traffic jam.

Developing a positive mindset is imperative to cope with stress and achieving work life balance. People who have got optimism thinking and coping skills are able to manage their stress better.

Yet if your stress levels are not controlled, it can elevate far longer than necessary and that can take a toll on your health. Chronic stress can cause a variety of symptoms and affect your overall well-being. Symptoms of chronic stress include irritability, anxiety, depression, headaches and insomnia. You can change this by deciding to take action to improve how you understand and manage your stress levels.

PROGRAMME OBJECTIVE

This programme aims to assist executives and managers who are challenged by on-the-job stress to develop effective stress management skills and techniques, as well as a positive mindset in order to achieve optimum work life balance.

LEARNING OUTCOMES

Upon completion of this programme, participants will be able to:

- describe the signs, symptoms and cycles of stress
- explain the stress management habits as one of the factors to improve time management
- describe how mindfulness is used to manage stress
- discuss how diet, nutrition and exercise help relieve stress and eventually improve one's health and productivity

ICF COMPETENCIES COVERED

- Behavioural (Self-Management) – Resilience (Level 3)
- Behavioural (People Management) – Teamwork (Level 3)

METHODOLOGY

Interactive presentations, role plays, case studies and hands-on exercises

TARGET AUDIENCE

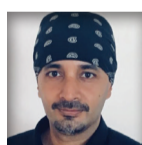
INDIVIDUALS

Executives and middle managers, dealers' representatives, compliance officers, legal practitioners, account and finance personnel, financial planners, unit trust consultants, representatives dealing in derivatives, marketing representatives, researchers, risk managers, business development, sales and marketing personnel, analysts and fund managers

COMPANIES

Stockbroking firms, fund management companies, investment and commercial banks, unit trust management companies, financial planning companies, public listed and private companies

SPEAKER



JESPUVAN SINGH

JESPUVAN best known for his work in energising and engaging others through a fun-filled, content-rich and interactive programmes. Jespuvan has been an active member of the training community in Malaysia and served

local and international organisations over the span of more than 16 years. With deep interest in people and health care, he has helped many employees live a healthy and balanced lifestyle.

Jespuvan has a Master of Science in Sports Science from Universiti Sains Malaysia. He's well known in his research with coconut water being a sports drink. He has also won the Best Sportsman Award for being a national champion in rowing. He is an alumni of Universiti Sains Malaysia and has been an active member of the training community in Malaysia for the last 19 years. As an independent trainer, Jespuvan has an innate drive and ability to draw the best in his participants and his trainings always leave a deep impact on them. He uncovers individual talents, strength, weakness and guides them to be great leaders.

His area of expertise is in aligning organisation's vision, mission and values, encouraging team development, improving customer experience, and finding ways to improve results and work performance. He has extensive experience in planning and executing corporate wellness initiatives from conception to completion. He's been responsible in designing, developing and delivering programmes, such as healthy living, weight loss, disease management, nutrition and exercise workshops, and stress management programmes. He's currently proactive in promoting wellness initiatives as a mean to increase employee productivity because he believes that healthy people are an asset to the organisation.

Being versatile, adaptable and experienced in delivering quality training, Jespuvan has experience developing and facilitating well-structured team building programmes to create high performing teams. Programme activities are designed according to clients' preference, aligning and relating to the organisation objectives and goals. His experiential fun-based approach enables participants to overcome challenges set forth in a lively manner and accelerates their learning.

Currently, his interest is in getting the workforce ready for industry 4.0. He designs and delivers programme that incorporates employee readiness to workshops based on digitalisation. He believes that it's time to embrace radical solutions through breakthrough technology.

PROGRAMME

8.30 am Registration

9.00 am Stress and You

- Understanding Stress: Knowing how the brain and body respond to a stressful situation
- Signs & Symptoms of Stress: Understanding how changes can be either positive or negative for the brain and body
- Stress Cycle: Learning the timeline of stress from the onset until the end of its cycle, and how that challenges the mind and body

10.30 am Coffee Break

10.45 am Managing Stress. Productive Habits

- Scaling Stress: Knowing that stress is a matter of perception and meaning one gives to oneself, so you can either scale it up or down
- Reframing: Ways to look at things in a better and more positive light
- Time Management: Find ways to effectively and efficiently manage one's time using Covey's time matrix and the Pareto Principle Positive Habits: Habits that improve one's emotional state, assertive skills
- Eliminating time wasters and avoiding procrastination, cutting things short – emails, the telephone, paper work
- Planning for and managing efficient meetings

1.00 pm Lunch Break

2.00 pm The Road to Resilience and Mindfulness

- Knowing how mindfulness helps in managing stress
- Improve concentration, focus and quality of work and relationships by being mindful
- Learn simple and easy breathing, and relaxation methods

3.30 pm Coffee Break

3.45 pm Diet and Nutrition

- Learn types of food to have and avoid in order to cope with stress
- Physical Activity and Exercise
- Learn types of physical activities and exercises to do in order to cope with stress

5.00 pm End of Programme