Human Resources, Personal Development

Effective Workload Management

Course Details

Price

£235.00

Start date

4 March 2027

Length

Half day (09:30-12:30)

CPD Points

3.00

Course Overview

This half-day course introduces practical, realistic strategies to help delegates manage their workload while maintaining a wellbeing-first mindset.

Drawing on a coaching-led approach, the course will support delegates to prioritise effectively, protect their focus, set healthy boundaries, and communicate with confidence.

Delegates will also explore how to build resilience and manage stress in challenging situations.

Content

The course will cover the following topics:

- **Wellbeing-first mindset** - exploring how a wellbeing-centred approach strengthens resilience and supports sustainable performance

- **Prioritisation and focus techniques** - simple, practical methods to manage workload and reduce overwhelm
- **Boundaries and communication** - strategies for setting clear boundaries and communicating effectively with managers and colleagues
- **Stress-management tools** - quick, accessible techniques to stay steady and grounded on difficult days

Benefits

The course will help delegates develop a balanced, sustainable approach to managing their workload, leaving with practical tools to reduce stress, protect their wellbeing, and approach workplace challenges with greater clarity and confidence.

Prerequisites

Assessment

Assessment for this course will be informal; methods will include discussion, group activities, and self-reflection.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 244570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Mike Elward

Mike Elward BA (Hons) MscEcon PGCE, brings over 20 years of experience in education and management, with a decade in senior leadership roles at the highest level. He has a proven track record of empowering individuals and teams to achieve their full potential. Prior to his career in education, Mike served as an officer in the Royal Navy, where he developed strong leadership skills in demanding environments. He holds an undergraduate degree and a master's in History, Politics, and International Relations, along with a Postgraduate Certificate in Education (PGCE). As an expert in coaching and change management, Mike is passionate about guiding organisations through transformative processes. His commitment to success drives him to help individuals unlock their potential and reach their goals.