

Personal Development

Effective Workload Management

Course Details

Price

£215.00

Start date

30 January 2026

Length

Half day (09:30-12:30)

CPD Points

3.00

Course Overview

This session explores practical strategies to help delegates manage their workload while maintaining a wellbeing-first mindset. Delegates will learn techniques to prioritise tasks, improve focus, set boundaries, and communicate effectively, all while developing resilience and managing stress in challenging situations.

Course Content

- Explore the idea of a wellbeing-first mindset to strengthen resilience
- Discuss simple techniques for prioritising tasks and improving focus
- Explore ways to set boundaries and communicate effectively with managers
- Practice quick methods to relieve stress and stay steady on difficult days

Flexible learning that works for you

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Benefits

This session will help delegates develop a balanced approach to managing their workload, equipping them with the tools to reduce stress and support their wellbeing.

Delegates will gain practical techniques which will enable them to approach workplace challenges with clarity.

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

Martine Ellis

Martine Ellis is an experienced coach and educator who helps exhausted professionals thrive without sacrificing their mental health and wellbeing. A Chartered Teacher with Advanced Teacher Status, she is widely recognised for her thought leadership in wellbeing-driven productivity. Alongside her coaching and training, Martine shares her expertise through podcasts, writing, and her popular hand-drawn doodles, offering practical strategies that connect high performance with sustainable wellbeing for audiences across the UK and beyond.