

# Strategies to Manage Your Stress in the Workplace



## About us

### Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

## About This Training

Do you feel anxious and worry easily from time to time? Do you find yourself having a short temper recently? Do you feel suffocated sometimes? Do you have lots of intrusive thoughts? If you answer yes to any of these, you probably have stress! Stress affects us in various ways without our knowing. Positive pressure motivates us to achieve our goals. But negative stress leads to burnout and even severe physical and mental illness, especially when you are not dealing with it effectively. Thus, it is crucial to learn some strategies to cope with stress so to live a productive and healthy life.



### Date and Time

16 June 2023  
 Friday  
 9 AM to 5 PM



### Training Venue

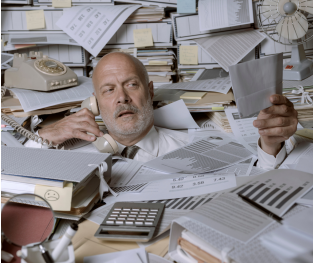
TAR UMT  
 Jalan Genting Kelang, Setapak  
 53300 Kuala Lumpur



### Trainer

Ong Lian Bing

# COURSE CONTENTS



UNDERSTAND STRESS

ASSESS INDIVIDUAL  
STRESS LEVEL

EXPERIENCE FOUR  
COPING STANCES



IDENTIFY INDIVIDUAL  
COPING STANCES

DISTINGUISH BETWEEN  
PROBLEM FOCUSED AND  
SOLUTION FOCUSED  
TECHNIQUES



WORK ON PERCEPTIONS

UNDERSTAND FEELINGS

## Introduce our Trainer

### Ong Lian Bing

Ms Ong Lian Bing is a registered Counselor (PA 065) and an experienced educator since 1998. She has contributed most of her time in educating, training, counselling and supervising people from all walks of life. Her passion is to inspire and transform a person's life. She is also a Volunteer Trainer and Counseling Supervisor for Life Line Association Malaysia and a lecturer and counsellor in various private colleges and organisations. She specializes in Career Guidance, Marriage and Family, Stress Management, Emotion Management, Personal Development, Depression, Grief and Loss, Anxiety, Panic Attack, Children with Emotional and Behavioral Problems, Parenting Issues etc.



Click/Scan  
for enquiry



## Contact Us



Centre for Continuing and  
Professional Education

+603-4145 0170  
+601110758530 (whatsapp)

training@tarc.edu.my  
<https://www.tarc.edu.my/cpe/>

# Strategies to Manage Your Stress in the Workplace

Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 16 June 2023 (9.00 am - 5.00 pm)

## REGISTRATION FORM



CENTRE FOR CONTINUING & PROFESSIONAL EDUCATION

**Fees:**  Public RM 795.00 per participant (inclusive of 6% Service Tax)  TAR UMT Student/Alumni RM 636.00 per participant (inclusive of 6% Service Tax)

**The Manager**  
TARC Education Foundation (1033820M)  
Tunku Abdul Rahman University of Management and Technology (TAR UMT)  
TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

<b>1</b> Name :	IC No. :	Nationality :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	Mobile No. :	Designation :
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>2</b> Name :	IC No. :	Nationality :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	Mobile No. :	Designation :
<input type="text"/>	<input type="text"/>	<input type="text"/>

(If space is insufficient, please attach a separate list)

### Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from **HRD Corp** under any circumstances.

We will **NOT BE CLAIMING** from **HRD Corp**. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

### Submitted by

Name :	Designation :	Department:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email :	Telephone No. :	Mobile No. :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name:	Company Registration No. :	
<input type="text"/>	<input type="text"/>	
Company Address :	Company Stamp & Signature :	Date :
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