



Stress Management & Wellbeing at Work

Administration, Communication & Customer Service

QGT-ADM-115 | Foundation | 5 or 10 days | Online, classroom, in-house

Course overview

Stress Management & Wellbeing at Work is an introduction that builds a solid working knowledge in Stress Management & Wellbeing at Work. It covers the principles, the requirements of international service and communication best practice, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Stress Management & Wellbeing at Work
- Apply the relevant requirements of international service and communication best practice
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for administrative staff, executive assistants, marketing, sales and customer-facing teams, new joiners and anyone who needs a solid grounding in the subject.

Course outline (5 days)

Day 1: Principles and terminology

Scope, key definitions and how Stress Management & Wellbeing at Work fits into daily operations

Day 2: Codes, standards and requirements

What international service and communication best practice require, and how to read them

Day 3: Methods, tools and calculations

Step-by-step methods, checklists and worked examples

Day 4: Operation, inspection and common problems

Typical failures, warning signs and what to do about them

Day 5: Case studies, workshop and assessment

Group exercise on real cases and a final knowledge check

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
1–5 Mar 2027	Madrid	Classroom	5 days	\$5,500
31 May – 11 Jun 2027	Tunis	Classroom	10 days	\$9,900
21–25 Jun 2027	Dublin	Classroom	5 days	\$5,500
30 Aug – 10 Sep 2027	Beirut	Classroom	10 days	\$9,900
6–10 Dec 2027	Online (live)	Online (live)	5 days	\$3,000
9–13 Jan 2028	Doha	Classroom	5 days	\$5,500
6–17 Feb 2028	Salalah	Classroom	10 days	\$9,900
28 Feb – 3 Mar 2028	Kigali	Classroom	5 days	\$5,500
6–17 Mar 2028	Rome	Classroom	10 days	\$9,900
25–29 Sep 2028	Online (live)	Online (live)	5 days	\$3,000
22–26 Jan 2029	Tbilisi	Classroom	5 days	\$5,500
1–12 Jul 2029	Sharm El Sheikh	Classroom	10 days	\$9,900
23–27 Jul 2029	Marrakech	Classroom	5 days	\$5,500
8–19 Oct 2029	Dubai	Classroom	10 days	\$9,900
12–16 Nov 2029	Online (live)	Online (live)	5 days	\$3,000
18–22 Mar 2030	Stockholm	Classroom	5 days	\$5,500
17–28 Jun 2030	Geneva	Classroom	10 days	\$9,900
29 Jul – 2 Aug 2030	Istanbul	Classroom	5 days	\$5,500
18–29 Aug 2030	Sharm El Sheikh	Classroom	10 days	\$9,900
28 Oct – 1 Nov 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/stress-management-and-wellbeing-at-work/>

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