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**OCCUPATIONAL STRESS MANAGEMENT PRACTICES AND PERFORMANCE OF  
ADMINISTRATIVE ASSISTANTS AT MAKERERE UNIVERSITY - KAMPALA**

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**ABSTRACT**

The purpose of this study was to examine the relationship between occupational stress management practices and performance of administrative assistants in Makerere University-Kampala. Specifically, it sought to examine: (i) the relationship between counseling services and performance of administrative assistants in Makerere University-Kampala, (ii) the relationship between flexible work schedules and performance of administrative assistants in Makerere University-Kampala and (iii) the relationship between supportive supervision and performance of administrative assistants in Makerere University-Kampala. A correlational research design was used and data collected was analyzed using Pearson Product Correlation and multiple regression analysis. The results revealed that counseling has a significant, high and positive relationship on performance of administrative assistants in Makerere University ( $r = .678, N = 105, p < 0.05$ ), flexible work schedules have a significant, high and positive relationship on performance of administrative assistants in Makerere University-Kampala ( $r = .611, N = 105, p < 0.05$ ) and supportive supervision also has a significant, high and positive relationship on performance of administrative assistants in Makerere University ( $r = .794, N = 105, p < 0.05$ ). Furthermore, a stepwise multiple regression analysis revealed that supportive supervision is the most significant predictor to performance of administrative assistants in Makerere University-Kampala. To further strengthen the role of stress management practices on performance of administrative assistants in Makerere University, counselors in Makerere University-Kampala should always discuss possible solutions to the problems facing employees with the employees themselves by asking them for ideas on how to correct or prevent the problems from future occurrence. Similarly, management should involve employees in deciding their work schedules and at the same time put in place a working environment that promotes collaboration and good interpersonal relationship without being detrimental to output.