

## **COURSE TITLE: STRESS MANAGEMENT**

### **COURSE OVERVIEW**

Stress is a fact of life, wherever you are and whatever you are doing. You cannot avoid stress, but you can learn to manage it so it doesn't manage you. There are numerous causes of stress in our lives; many of which unfortunately cannot be avoided. The goal is to learn to reduce the amount of stress in your life while at the same time increasing your ability to manage it when those unavoidable situations occur.

The course provides you with techniques to manage your stress including how to implement specific relaxation techniques, identifying and avoiding stressful situations, coping with setbacks, accepting and coping with stress in certain situations and altering circumstances to minimise the effect stress has on you. Effective stress management will lead to better health and greater productivity.

### **COURSE OBJECTIVES**

**At the end of the course, the participants will be able to:**

- Understand what is stress
- Learn how stress can have both beneficial and harmful effects
- Differentiate between Type A and Type B personalities
- Manage negative stress emotions of anxiety and worry
- Measure stress level
- Replace negative emotional responses with positive reactions
- Develop healthy physical responses to stressful situations
- Handle difficult and stressful work conditions
- Train to take stress on their stride

### **DURATION**

2 days

### **AUDIENCE**

All levels of staff

## **COURSE CONTENT**

### **MODULE 1: INTRODUCTION TO STRESS**

- Overview of course
- Icebreaker
- Course Objectives and schedule
- OPRAH Etiquette
- Defining Stress
- Causes of Stress
- Symptoms of Distress

### **MODULE 2: STRESS BENEFICIAL AND HARMFUL EFFECTS**

- Creative stress
- Destructive stress
- Physiology of stress
  - Response
  - Original benefits
  - Problems

### **MODULE 3: PERSONALITY TYPES**

- Type A personality
- Type B personality
- Ways of changing from Type A to Type B
- Breakdown curve

### **MODULE 4: MANAGE NEGATIVE STRESS EMOTIONS**

- Stress Management
  - Awareness
  - Balance
  - Control
- Crisis point
- Breakdown

### **MODULE 5: STRESS ASSESSMENT MODEL**

- The Holmes Rahe Scale
- Social Readjustment scale

### **MODULE 6: REPLACE NEGATIVE EMOTIONAL RESPONSES WITH POSITIVE REACTIONS**

- What are positive and negative emotions
- Are negative emotions necessary?
- Is it True that an Individual Will Only Feel Stress in Negative Situations?
- How Do They Affect the Brain?
- A look at the differences
- How can we best track our emotions
- A brief look at Neutral Emotions

### **MODULE 7: DEVELOP HEALTHY PHYSICAL RESPONSES TO STRESSFUL SITUATIONS**

- Adopt a Healthy Lifestyle
- Avoid Stress

- Increase Physical Activity
- Think Positively
- Learn How to Relax and Have Fun
- Be Willing to Adapt
- Take Charge
- Identify the Cause of your Stress

### **MODULE 8: HANDLE DIFFICULT AND STRESSFUL WORK CONDITIONS**

- Coping with stress at work
- Common sources of work stress
- Effects of uncontrolled stress
- Taking steps to manage stress

### **MODULE 9: WRAPPING UP**

- Words from the Wise
- Lessons Learned
- Completion of Action Plans and Evaluations

## **COURSE AGENDA**

### **DAY ONE**

<b>Time</b>	<b>Topics</b>	<b>Mins</b>
0830	Registration & Refreshments	30
0900	<b>MODULE 1: INTRODUCTION TO STRESS</b>	90
1030	Tea break	15
1045	<b>MODULE 2: STRESS BENEFICIAL AND HARMFUL EFFECTS</b>	120
1245	Lunch break/Prayer	75
1400	<b>MODULE 3: PERSONALITY TYPES</b>	90
1530	Tea break	15
1545	<b>MODULE 4: MANAGE NEGATIVE STRESS EMOTIONS</b>	120
1745	End of day one	

### **DAY TWO**

<b>Time</b>	<b>Topics</b>	<b>Mins</b>
0830	Registration & Refreshments	30
0900	<b>MODULE 5: STRESS ASSESSMENT MODEL</b>	90
1030	Tea break	15
1045	<b>MODULE 6: REPLACE NEGATIVE EMOTIONAL RESPONSES WITH POSITIVE REACTIONS</b>	120
1245	Lunch break/Prayer	75
1400	<b>MODULE 7: DEVELOP HEALTHY PHYSICAL RESPONSES TO STRESSFUL SITUATIONS</b>	90
1530	Tea break	15
1545	<b>MODULE 8: HANDLE DIFFICULT AND STRESSFUL WORK CONDITIONS MODULE 9: WRAPPING UP</b>	120
1745	End of course	

## **METHODOLOGY**

The learning will have four fundamental principles which will be:

1. **Highly engaging** (methods that talk to the 'head and heart')
2. **Interactive** (mix of experience, discussion and practice)
3. **Innovative** (latest thinking & tools) and...
4. **Encourage participation** (a 'Socratic' learning methodology applied) so that delegates take ownership of their own development and future behaviour.