



# Stress Management (full day)

## Course Outline

To understand the effects of stress, why it is important to develop strategies to manage stress and the factors which cause stress in us.

### Content modules:

- Definitions of stress
- A stress audit
- What happens to your body when you are stressed
- Causes and sources of stress
- Practical ways to cope
- Finding your own relaxation buttons (involves a relaxation technique)
- Summary and appraisal

### Learning outcomes:

- Be able to identify stress and its impact
- Be able to manage and control stress
- Be able to build positive work relationships that reduce wasted time and maximise results
- Learn about effective organisation, management techniques
- Learn how to pinpoint your critical goals
- Learn how to organise workspace and important information
- List tactics for successful time management
- Demonstrate techniques for interacting with difficult people
- Employ physical and mental techniques for coping with stress
- Create reachable goals
- Begin implementing goals created during the session

### Learning styles:

- Interactive group discussion
- Presentation of information
- Group workshops
- Individual learning and audit
- Skills practice

*"What I enjoyed most about the session was how the presenter involved those present with activities and group discussion."*

*"I have found this course extremely valuable."*

*"The course was informal and relaxed with a clear focus on the participant."*

*"[The presenter] was very knowledgeable and a good speaker."*