Stress Management

Overview

Employees learn how to cope more easily with heavy workloads, demanding expectations, and the daily dramas that cause stress at work and at home. This workshop will give your employees the tools to increase their mental toughness and decrease the likelihood they will be distracted by negative emotions while under pressure.

Learning Objectives

- Understand that stress is how we react to external situations
- Grasp the costs of stress both personally and professionally
- Gain the motivation to make changes
- Enhance emotional control
- Deal with negative emotions in a healthy manner
- Gain perspective on what's important
- Work on the things that are controllable
- Assume responsibility for situations you don't like
- Don't fight against reality
- Become mentally tough by learning to minimize the habit of internalizing situations and taking things personally
- Focus on being more productive
- Learn skills to stop dwelling on counterproductive situations

Course Materials

- Participant workbook
- Presenter slides and outlines
- Case Studies and Media as appropriate
- Role play scenarios
- Post training assessment

Room Requirements

- Internet access for presenter
- Screen
- Projector (if not ceiling mounted then a table or cart will need to be provided)
- Training room must be able to comfortable accommodate the number of participants plus room to move around for various activities)
- Rounds or pods, small table for presenter's materials, chairs for all participants
- One Flip chart and easel for each round table (for small group work) and markers

Additional Requirements

- Elevate will choose training facilitators whose background and expertise will support the subject matter and goals
- Instructors will use a variety of instructional methods including lecture, group projects, discussion, and role play
- Participants are expected to be actively engaged in the learning process

Course Agenda (1-Day)

Module 1: What is stress?

- Emotional and physical response to change
    - Positive stress
    - Negative stress
    - Good stress
    - Bad stress
- Kinds of stress to be aware of that can affect your emotions
    - Physical stress
    - Mental and emotional stress
- Response to stress
    - How we react
    - Common stress symptoms

Module 2: Assess What Your Current Reactions and Stress Levels are Costing You

- Response mechanisms
    - Developing better responses for various situations
    - Create a quick intervention technique to utilize when you feel yourself starting to "lose it"
- The current reality
    - Seeing it the way that it is
    - How not to fight it
    - The four choices to take responsibility for it
- Stop being bothered by those around you
    - The theory of separate realities
    - The theory of innocence
- What you need to get frustrations out of your system

Module 3: 10 Ways to Manage Stress

- Don't let the minor aggravations get to us
- Don't succumb to guilt
- Develop strategies
    - Action strategy

    - Coping strategy
- Learn to accept and adapt to change
    - Look for opportunity
    - Take a leadership approach
- Change the way we look at stress
- Develop a support system
- Learn to accept the things we cannot change
    - Life and work are cyclical
    - Learn to accept your feelings
    - Change the environment
- Develop a personal anti-stress routine
- Don't take it personally
- Believe in ourselves

<u>Module 4: Stress Control</u>

- Priorities and perspective
    - Change-the four responses
        - Resist
        - Avoid
        - Confront
        - Adapt
    - Expectations
    - Priorities
        - Evaluate stressful situations
        - 7 tips for making decisions in stressful situations
        - How to get and keep a sense of perspective when stress overwhelms
        - Establish realistic expectations for ourselves and others