

COURSE DESCRIPTION

Stress Management

Duration : 1 day

In the USA alone, stress-related problems costs US\$150 billion a year through absenteeism and reduced level of performance. This figure has not included the medical and social costs in combating with stress-related illnesses. Given the work habit and lifestyle in Asia, this figure can be substantially higher. If not properly managed, stress can lead to poor performance at best, and life-threatening sicknesses at worst.

Stress is also a leading cause for employees leaving an otherwise well-employed position.

The purpose of this course is to provide participants an understanding of stress itself, its causes and effects, and measures to manage stress at work. It also provide participants a means to identify their satisfiers at work in order to reduce staff attrition

Audience All staff

Methodology *Discussions, demonstrations, role-plays, mini-lectures, NLP exercise*

What participants will learn

At the completion of the course, participants will be able to:

1. Identify meaning and satisfiers at work
2. Describe the symptoms, causes and effects of stress
3. Reorganize one's immediate environment, habits and routines to minimize stress
4. Perform practices to cope with stress

Course Outline

- 1. You and your work**
 - The elements of success in today's work environment
 - Your Company and Your future
 - Contribution and satisfaction
 - Rediscover satisfaction at work
 - Injecting humour and fun into the workplace
- 2. Understanding Stress**
 - Stress as an preventable, invisible and potentially lethal disease
 - Recent medical discoveries on stress
 - Symptoms of stress
 - Effect of stress on individuals, companies, and society
 - Common causes of stress
 - Why stress needs to be managed?
 - Assessing your current level of stress
- 3. Some quick fixes to combat stress for individuals**
 - Some common stress-reduction techniques
 - Breathing exercises
 - Visualization
 - Reframing
 - Anchoring
 - SWISH
- 4. Long term measures and skills to reduce stress**
 - Changing your lifestyle and dietary habit
 - Reorganizing your daily routine and work environment
 - Taking positive actions on a failing relationship
 - Dealing with change
 - Reducing anxiety
 - Dealing with difficult people
 - Sharing your feelings
 - Handling your negative emotions
 - Learning to say "No" without being offensive

Summary