

# Managing Stress at Work

## One Day Course

### Who will benefit

This course is designed for anyone seeking to improve their personal effectiveness and performance at work by developing stress management skills.

### Objectives

- To understand stress and its' positive and negative impact
- Investigate the causes of stress
- Learn skills and techniques to cope with stress successfully
- Increase self-confidence and energy levels and achieve improved performance.

### What is Stress?

- Defining stress
- Understanding the underlying mechanisms

### Raising Awareness

- Stress and the way we think
- Stress questionnaire

### Job and Task Analysis

- Surviving jobs that are stressful
- Understand the reality of your job

### Positive and Negative Impact

- Importance of optimum stress levels
- Finding your optimum stress level
- Stress and your performance

### Recognising Signs

- Identifying stress in yourself and others

### Practical Steps and Solutions

- Understanding stress management
- Identify your stress profile
- Stress analysis
- Action orientated techniques
- Assertive communication
- Attitude orientated techniques
- Acceptance based techniques

### Personal Steps and Solutions

- Making your stress management plan

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