

Relax! Managing stress at work

It is undeniable that we live in a more stressful world than before, often in both our personal and professional lives. The demands and tight schedules of ongoing work can lead to chronic stress and damage our health. How then can we identify, prevent and deal with the sources of stress at work?

I'm happy to present "Relax! Managing stress at work", a course created as much for employers as for employees to provide tools, tips and techniques to prevent and manage real stress at work.

The main objective of this course is to give concrete tools to identify where stress at work truly comes from, recognise its manifestations and find individual and team solutions to prevent long-lasting damage.

Take care of yourself!

Course plan: Managing stress at work

General information:

- ❑ **Title of this activity:** Managing stress at work
- ❑ **Length:** 3.5 hours
- ❑ **Continuing Education Credits:** 4
- ❑ **Number of participants:** 15 to 25 preferably (Onsite)
- ❑ **Targeted clientele:** Anybody who plays any role in a company and who wants to manage his stress at work.
- ❑ **Training material:** All of the participants will receive a training manual. The facilitator will use a Power Point presentation as a visual support.
- ❑ **Learning strategies:** This course is deployed as an interactive lecture, with several group discussions. The participative style of presentation is very important with these types of sessions in order to fully implicate all of the participants in the learning process.

Main objective:

The main objective of this course is to give concrete tools to identify where stress at work truly comes from, recognise its manifestations and find individual and team solutions to prevent long-lasting damage.

Specific objectives:

At the end of this session, the participant will be able to:

- Define what is stress at work and identify its manifestations
- Choose his reaction at work (and pick his fights!)
- Deal with strong emotions and big stress

Requirements

The cost of not managing stress efficiently affects all the employees of a company, regardless of the domain of expertise or the tasks at hand. In other words, no prior knowledge is required to participate to this course.

Program

✓ **Chapter #1 – Define what stress at work is and its manifestations**

- ❑ Our greatest factor of success for managing our stress
- ❑ What is stress?
- ❑ How the human brain works
- ❑ Emotional intelligence
- ❑ The three phases of reacting to a stressful situation:
 - The alarm
 - The resistance
 - The exhaustion
- ❑ The manifestations of stress at work
- ❑ The contagion effect...

✓ **Chapter #2 – How to choose your reaction at work (and pick your fights!)?**

- ❑ Exercise: It's a question of perception
- ❑ Identifying the variables that we can control, or not
- ❑ 6 questions to ask yourself when facing stress at work
- ❑ Learning to let go...
- ❑ The 4 choices of stress management:
 - Avoiding the stressful element
 - Changing the stressful element
 - Adapting to the stressful element
 - Accepting the stressful element
- ❑ No drama! How to use a crisis color chart!

✓ **Chapter #3 – Dealing with strong emotions and big stress**

- ❑ Bad ways to manage stress
- ❑ We all know what to do. Here's why it works!
 - Why should watch what I eat?
 - Why should I move more?
 - Why should I talk about my problems?
- ❑ The hormonal imbalances of stress
- ❑ Real solutions to restore balance!
- ❑ Wrong ways to manage stress
- ❑ How to observe our emotion and choose our reaction:
 - Anger
 - Fear
- ❑ The power to negotiate the use of our time
- ❑ Personal development solutions
- ❑ Action!