

Course ID

**STRESS**

Course Duration

**1 day**

Course Title

**Stress Management: Coping with Today's 24/7 Jobs!**

**Related Courses**

- Change Management: Introducing, Adapting to, and Thriving on Change (CHANGE, 1 day)
- Getting More Done in Less Time: Time and Priority Management (TIMEMGT, 1 day)

**Aimed At**

Anyone faced with stress, whether “ordinary”, arising from the difficulty of juggling the many priorities of life, or “extraordinary”, caused by stressful events at work or home.

**Group Size**

7-25

**Prerequisites**

None

**Course in a Nutshell**

Is the stress of job or personal responsibilities getting you down? This course can help you get back on top of your game. It will give you a perspective and teach you skills that could change your whole outlook on the world around you. If you take one course this year, this should be it!

This course offers a systematic approach to handling stress. It will help you understand your personal causes of stress such as procrastination, dependence on crisis management, eating and exercise habits, use or misuse of energy. You will learn a three-tiered approach to managing the stress of a hectic work and personal life, namely how to cope with it, prevent it, and eliminate it altogether through a long-term perspective shift. We will show you how to design a system to plan, organize, and manage the daily routine as well as your project deadlines. Whatever the sources of your stress, you will walk away from the course feeling less stressed and carrying a toolkit of lifelong skills to help you stay that way.

**Customize It!**

Customize this course at little-to-no additional expense to your specific needs. Is your organization facing:

- relocation,
- ramp-up, ramp-down, or peak-load,
- new management or goal shift,
- restructuring, merger/acquisition, or other changes?

Tell us about the specific stressors that face your team, and we'll tailor our course to address them.

## Learn How To

- Recognize the physical and psychological symptoms of stress
- Employ a three-step process to effectively deal with stress
- Understand the benefits of relaxation techniques and compare them to other methods of stress management
- Use the humor perspective to alleviate stress
- Identify the three types of personal energy
- Make effective use of energy boosters
- Move from crisis mode to priority management mode
- Utilize a five-step planning process to create a comprehensive strategy for managing time, priorities, and crises
- Take yourself lightly while taking your work seriously

## Course Outline

- Openers
  - Exercise: What does change feel like?
  - Case study: How would you react to this change?
- Introduction: How to Chill
  - Course objectives and road map
  - Game: The power of laughter
  - Does stress kill? The four stages of stress
- Dealing with Stress as if It Were Your Enemy
  - The reactive approach: Recuperation
  - The adaptive approach: Prevention
  - The proactive approach: Perspective
  - Exercise: When to use which approach
- How to Recuperate
  - Case study: I know I'm stressed 'cause of how I feel
  - Handling the systems and stressors of stress
- An Ounce of Prevention Is Worth a Pound of Spinach
  - Maneuvering through stress with what you eat
  - What does exercise do for stress?
  - Urgency and crisis management – shifting priorities
  - Stress of working with others' personalities and conflicting goals – outcome vs. process
  - Managing my personal energy
- Perspective: The Way to Handle Stress Long Term
  - Moving from a three-step process for dealing with stress to a one step process
  - Video: Lighten Up
  - Discussion: Using the humor perspective to change your outlook on life
  - The “Now” focus
  - Recognizing levels of importance

- Close Out
  - Wrap-up and Q & A
  - Action Plan

### **How You Will Learn**

- A seasoned instructor will present this course in “workshop” (lecture/practice) format.
- We will employ a highly interactive instructional style that includes games, case studies, exercises, and action planning.
- You will acquire the specific tools, skills, and attitudes to help you cope with, adapt to, and ultimately banish stress from your life.
- You will receive a printed Participant Handbook which will help you remember and retain what you learned in class and apply it in real-life, both at work and home.

Revised

Nov. 26, 2005