



Course Outline

Leadership and Management Skills Series

Stress Awareness and Management

This outline is intended as a guide to the possible content of a course.

In practice, our courses are tailored to meet the requirements of our clients.

Overview

Stress is fast becoming a way of life. We are all subject to stress, regardless job role, age, social status or intellectual ability.

Too much pressure and stress in the workplace can adversely affect performance, creativity, motivation and communication. It can lead to confused thinking, irrational decision-making and absenteeism and can be very costly to an organisation and also the individuals concerned. This course will encourage you to think about why this should be, what you can do to regain control and become more effective and also how you can help others become more effective in the workplace.

Outcomes

By the end of this course, you will be able to:

- identify the causes, signs and symptoms of stress in the workplace
- determine your '*personal stressors*' and begin to identify '*stressors*' of others
- begin to develop strategies for managing your '*personal stressors*' and for supporting those of others in the workplace.

To support the achievement of the above, you will have the opportunity to practise and develop your practical skills using a number of small group, paired and individual exercises. You will also be encouraged to develop a *personal action plan* to support your continued learning back in the workplace.

Duration

1 day

Key Areas Covered

- What is stress and how does it differ from pressure?
- Impact of stress in the workplace.
- Identifying the common causes and symptoms of stress.
- Identifying your '*personal stressors*'.
- Coping Mechanisms - introducing techniques that can bring about a reduction in stress levels.
- What can you do to minimise stress in the workplace?

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