

DURATION: One Day

SUITABLE FOR: Anyone who experiences stress at work or who manages others experiencing stress in the workplace, and who would like to recognise and change the situation. The focus is both on how to manage your own stress and stress of others and importantly how to minimise and prevent stress.

Objectives

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

- Recognise how pressure and stress affects yourself and others
- Identify potential causes of stress
- Understand reactions to stress
- Improve and develop new strategies for coping with potentially stressful situations
- Recognise the link between management competencies and root cause of stress
- Identify good management practices and how to use them to prevent stress in yourself and others

Programme

Introduction & Workshop Objectives

- What will we cover today?
- What do I want from the day?

The Context of Stress – Causes and Effects

- Pressure and stress - what's the difference?
- Identifying the causes of stress – external and internal
- The signs and symptoms
- How stress affects your life and behaviour - self awareness

Strategies for Managing Pressure and Reducing Your Stress

- Exploring personal prevention techniques
- Prioritising & diary management
- Understanding your stress points and managing unavoidable stress
- The importance of perceptions and thinking skills

Techniques To Deal with Your Stress

- Quick and easy everyday stress-busters
- Exercises for relaxation and inner calm
- Tips for a stress free lifestyle

Prevention - Good Management Practice to Minimise Stressful situations

- The management responsibility for prevention, including legal
- How to use the tools of good management to minimise stress
- Using practice scenarios, causes, effects and solutions to transform stressful situations
- Recognising stress in others and within your team
- How to approach the issue of dealing with stress in others

The way forward - Taking ideas back to the workplace and putting them into action

For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk