



STRESS MANAGEMENT (1 DAY)

INTRODUCTION

Stress management is all about taking charge of your lifestyle, thoughts, emotions and the way you deal with problems. No matter how stressful your life seems, there are steps you can take to relieve the pressure and regain balance.

When living with high levels of stress, you're putting your entire well-being at risk as it wreaks havoc on your emotional equilibrium, and physical health. It narrows your ability to think clearly, function effectively and enjoy life.

Effective stress management helps break the hold stress has on your life, so you can be happier, healthier, and more productive. The goal of stress management is to lead a balanced work and personal life, with time for relationships, relaxation, and fun and the resilience to hold up under pressure and meet day-to-day challenges.

REFERENCES

“Most enjoyable, valid tools, really relevant, trainer demonstrated topic with personal connection.” ~ Elny Alexander (Bestmed)

“The facilitator was well informed in the course subject. Gave personal attention to the individuals that attended. Well done!” ~ Rosanne Kaipathco (Redefine Properties Ltd)

“I’ve learnt more about myself and how to manage stress at home and in a work place.” ~Thandiwe Nogaya (Smollan)

WHAT THIS COURSE CAN DO FOR YOU...

- Understand the concept of stress and target stressors in work and life
- Leverage on positive stress and manage negative stress
- Identify the causes of stress and its effects on performance, health and happiness
- Recognise stress symptoms and physical, mental and emotional reactions
- Manage the effects of stress in the workplace and improve your response towards stress
- Develop strategies to handle pressure, change negative patterns and reduce stress levels
- Make lifestyle choices and create action plans for optimal health and well-being

TARGET AUDIENCE

This workshop is valuable for anyone who wants to raise their awareness of their personal stress levels and manage stress their stress more effectively. It is applicable to anyone who is experiencing the effects of stress or who wants to develop personally and professionally in creating life/work balance. This workshop also applies to managers and team leaders who oversee others and function in stressful environments, providing them with practical, personalised ways to manage workplace stress.

COURSE CONTENT

Understanding Stress

- What Is Stress?
- What Is Stress Management?
- Benefits of Stress Management
- How Do You Currently Manage Your Stress?
- What's Actually Happening When You're Stressed - "Flight or Fight"
- 21st Century Stress - what are your 21st Century Stressors?
- Stress Test (Identify work stressors, personal stressors, emotional stressors)

Internal versus External Stressors

- The difference between internal and external stressors
- The cause of stress at work and home and reduced effectiveness
- How to take charge of my life
- Managing internal and external stressors to manage the effects of stress and improve response towards stress
- Perfectionism: Does it help you or hurt you?

Positive versus Negative Stress

- The benefits of positive stress in the workplace and home life
- The effects of negative stress mentally, emotionally and physically
- Identify positive and negative stressors in work/home life
- Signs and symptoms of negative stress (physical; emotional; behavioural; cognitive reactions)
- Acute and Chronic Stress - Effects of stress on performance and motivation

The Four Common Types of Stress in the Workplace

- Managing the four stresses in the workplace
- Cognitive Restructuring - 'Automatic Thoughts'
- Identifying triggers to stress
- Growth versus Fixed mind-set

Stress Management and Coping Techniques

- Assessing the work/life balance wheel
- The Wheel of Life
- Finding balance in your life
- My present life versus my ideal life

Action Planning

- Develop Your "Stress Relief Toolbox"
- Tips and Techniques to Manage Your Stress - change your attitude, diet, exercise, relaxation techniques, time management, overcome procrastination and learn to prioritise.
- Develop a personalised Stress Management Action Plan for the month providing you the invaluable skill of learning how to manage your stress more effectively in future.

Personal Accountability & Commitment Plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role-plays
- Break-away sessions
- Relevant business exercises
- Presentations
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

KWELANGA BUSINESS & EXECUTIVE COACHING

Kwelanga Training now offers coaching on a one-to-one or team coaching basis. Issues covered are chosen by the organisation or the individual to ensure maximum focus is given to achieve measurable outcomes.

Coaching provided by certified professional business and executive coaches is key in transforming management and support staff's excellent performance to peak performance.

For further details contact:

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