

Every person experiences stress and what is stressful to you may not be stressful to another person. All employees experience stress; not all of it is bad and not all of it is generated at work. However, organisations feel the impact of stress in the productivity and team orientation of its employees.

This workshop is designed **help organisations minimise the stress experienced by its employees** in three key areas

1. By directly influencing the stressors – those things that cause stress in the workplace
 2. By raising stress resistance including affecting thoughts, attitudes and emotions
 3. By Stress relief techniques including muscle relaxation techniques
- **This workshop is designed for all managers as well as other employees who want to reduce their stress levels**
 - **Half day and one day versions. The half day version is normally coupled with the half day version of the Time Management Workshop**
 - **Includes supply of stress management assessments. The implications of the assessments will be discussed as a part of the workshop**
 - **This workshop is highly interactive, has role playing, discussion, video, assessments, templates with high take home value**
 - **Each participant receives a comprehensive manual of our normal highest quality material**

The program

- Recognise and assess your sources of stress
- Do a stress test
- Understand the biology of stress
- Learn the difference between positive and negative stress
- Learn how to set and keep boundaries
- Discover how to keep an appropriate work/life balance
- Learn to read your stress signals
- Recognise sources of workplace stress
- Exercising your sense of humour for stress reduction
- Finding meaning in your work, in your relationships and in your life
- The benefits of nutrition, exercise, rest and relaxation
- Learn how to keep a stress diary
- Understand your stress responses
- How to manage your environment to reduce stress
- Be healthier through stress reduction
- Manage your emotional responses
- Adjust your thoughts and attitudes
- Rewrite your self-talk
- Learn cognitive restructuring
- Learn practical relaxation techniques including muscle relaxation, breathing and imagery
- Learn stress relieving exercises
- Develop your assertiveness skills
- Identify energy drainers
- Recognise and prevent burnout
- Develop a stress reduction strategy