



Course Title

Attention, Intention, Attitude!

Course Topic

Stress Management

Purpose

The purpose of this course is to provide participants with the tools and knowledge to understand and respond to stress more effectively. Participants will also learn the connection between stress, personal habits and workplace productivity, and develop a stress management plan for responding to stress more effectively.

Description

This course is designed to help you understand the importance of stress management in a fast-paced, multi-tasked, “time-compressed” workplace, along with understanding the importance the role of conflict in the workplace and personal wellness and how these factors affect your daily lives. Participants will learn about the connection between workplace stress and their own internal reactions to external stressors, along with learning techniques to maintain optimum mental and physical health. At the end of the course, participants leave with their own stress management plan.

Course Objectives

Information, activities and practices provided in this course will enable participants to:

- Recognize and define stress.
- Identify the internal and external causes of stress.
- Understand the connection between stress, personal habits and workplace productivity.
- Apply stress management techniques to monitor and respond to stress more effectively.

Agenda

Introduction	10 minutes
Definition of Stress	55 minutes
Factors Leading to Stress	50 minutes
Breaks	20 minutes
Stress, Personal Habits and Workplace Productivity	55 minutes
Stress Management Techniques	50 minutes
Total Class Time	4 Hours