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## **Managing Stress at Work 1 Day Training Course**

Enabling individuals  
to prevent, reduce and  
manage stress effectively

**T** Training  
Interventions

## Stress

### How is stress affecting your productivity?

- One in five workers reported feeling extremely stressed at work<sup>1</sup>.
- Three quarters of executives say that stress adversely affects their health, happiness, home-life and performance at work<sup>2</sup>.
- Employees suffering from stress go off work for an average of 21 working days<sup>2&3</sup>.
- 166 million working days are lost each year through absenteeism, many as a result of stress in the workplace<sup>2</sup>.
- Research carried out by the Health and Safety executive suggests that the annual cost to UK business through stress-related illness is 4 billion pounds<sup>1</sup>.
- Stress is likely to become the most dangerous risk to business in the 21st century<sup>1</sup>.

Source:

<sup>1</sup> Health & Safety Executive (HSE),

<sup>2</sup> Chartered Institute of Personnel & Development (CIPD),

<sup>3</sup> Active Health Partners (AHP)

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## Course Aim

To enable individuals to prevent, reduce and manage stress effectively.

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### About the Course

Research shows that employee stress levels are on the increase. These days it seems that everyone is under pressure at work. No matter what their job or wherever they are in the organisation, individuals have increased responsibility to meet targets, get results and provide excellent service to customers or clients. Add to this a large workload and the need to juggle work and home life, and it's no surprise that all this pressure can get too much and result in stress. This course will help participants to learn more about stress and how to deal with it.

### Key Outcomes

#### Participants will:

- Develop an understanding of the principle issues concerning stress
- Prevent stress by changing their thinking when under pressure
- Work smarter in order to effectively manage the pressures of the day
- Develop strategies to manage stress effectively

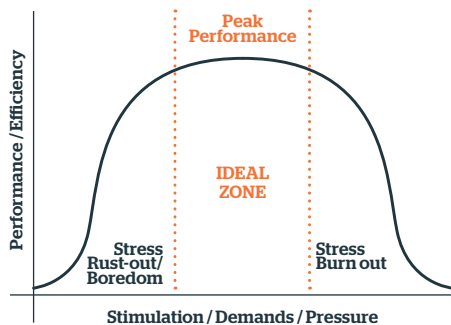
### Who should attend

The course is targeted at anyone who wants to prevent, reduce and manage their stress effectively. There are no prerequisites for this course. Ideal to form part of the essential training for employee well-being.

## Course Outline

### Understanding Stress

- What does stress mean to you?
- The nature of stress and how it affects us
- Defining 'stress'
- The relationship between pressure and stress
- The human performance curve
- How perceptions of capability result in stress
- Identifying the true source of stress
- Ineffective coping strategies



### Thinking Smarter

- Stress management: prevention or cure?
- Understanding the 'flight or fight' reaction
- The difference between response & reaction
- Managing reactions in ourselves and others
- Applying a three stage formula to combat automatic negative thoughts
- Stress coaching other people using a 6 stage structure

### Working Smarter

- Getting organised and managing our time
- Saying 'no' assertively

### Game of Stress—Discussion activity

- Interactive discussion activity. Topics under review include signs and symptoms of stress, work life balance and other case studies.

### Relaxation Techniques

- Techniques that can be applied at your desk

### Video Content

- Video content shows a series of familiar workplace scenarios that can often become a source of stress and an analysis of these events helps participants to gain an understanding of what is actually taking place and what steps can be taken to avoid stress.

### Personal Development

- Action planning the transfer of learning to the workplace

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## What Delegates Say

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*"The course was excellent. The trainer was very responsive to participants. I now have a clearer understanding of what stress is and what causes it. I learned how to challenge my own thinking to prevent stress. Thank you."*

**Aisling Lyon, Lifelong Learning UK**

*"I have gained so much, in fact everything I need from this training."*

**Susan Dutton, Interim Chief Executive,  
Lifelong Learning UK**

*"The best and most useful course I have been on for a long time."*

**Nicola Quinn, Royal College of GP's**

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## Contact Us

This course is available for in-house delivery or at a venue of your choice and can be tailored specifically to meet your business needs. For booking fees or further information contact us .

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### Related Training Programmes:

- Effective Time Management & Delegation
- Managing Conflict using the TKI model
- Effective Influencing Skills
- Assertiveness at Work