

## **Course Name:**

### **Stress Management Program**

## **Synopsis**

Stress happens everywhere. Stress is an effect of emotional and physical tension that causes a person unable to deal with it effectively. Knowledge about stress management is very important in order to avoid a greater impact on a person's psychology and physiology. Employees also need to know the basics of stress management so that it can be practiced at work.

## **What You Will Learn**

- Understand stress
- Understanding pressure
- Understand type of stress
- Understand a practice to reduce stress
- Know the simple technique to fight stress
- Work under pressure
- Self-motivation to reduce stress
- Making decision and problem solving (even while feeling stress!)

## **Who Should Attend**

Executive, Clerk and Support Staff

## **Prerequisite**

N/A

## Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

## Course Duration

2 days - 9am - 5pm

## Course Structure

### Session 1: Understanding Stress

Participants learn about the physiological and psychological aspects of stress, including the body's stress response, common stressors, and the impact of stress on health and well being.

### Session 2: Recognizing Signs of Stress

Training programs typically help individuals recognize the signs and symptoms of stress in themselves and others. This may include physical symptoms such as headaches or muscle tension, as well as emotional symptoms such as irritability or anxiety.

### Session 3: Identifying Stress Triggers

Participants are encouraged to identify their individual stress triggers and sources of stress, both at work and in their personal lives. This self-awareness helps individuals better manage and reduce stress by addressing underlying causes.

#### Session 4: Time Management and Prioritization

Effective time management is essential for reducing stress. Training may include techniques for prioritizing tasks, setting realistic goals, and managing time efficiently to minimize feelings of overwhelm.

#### Session 5: Healthy Lifestyle Habits

A healthy lifestyle can help buffer the effects of stress. Training programs may cover the importance of regular exercise, balanced nutrition, adequate sleep, and avoiding unhealthy coping mechanisms such as substance abuse.

#### Session 6: Setting Boundaries

Establishing boundaries is crucial for protecting one's physical and emotional well-being. Training may include strategies for setting boundaries at work and in personal relationships, saying no when necessary, and advocating for one's needs.

#### Session 7: Team Support and Connection

Team support is a powerful buffer against stress. Participants will be required to emphasize the importance of seeking support from friends, family, and colleagues, as well as building strong social connections and fostering a supportive work environment.

#### Session 8: Feedback and Reflection

Feedback mechanisms are incorporated to help individuals assess their strengths and areas for improvement. Reflection exercises encourage participants to think critically about their thinking processes and identify strategies for enhancement. At the end of the program, every group will present their discussion note.