

MANAGEMENT: Reducing Stress

Course duration: 1 day

Who should attend:

This course is valuable for anyone who needs to manage the stress in their life.

Course benefits:

The productivity of individuals and organisations depends on their ability to manage and minimise stress efficiently and effectively. It will give you the tools to enable you to stretch towards your personal goals without damaging your health.

What you will learn:

- Understanding stress
 - What is stress
 - Defining stress at work
 - Recognising symptoms
 - Measuring stress
 - How stressed are you
- Analysing the causes of stress
 - Changing societies
 - Changing organisations
 - Changing practices
 - Analysing jobs
 - Assessing relationships
 - Assessing the workplace
 - Coping with daily life
- Dealing with stress at work
 - Identifying attitudes
 - Devising a strategy
 - Taking positive action
 - Reclaiming your desk
 - Studying work patterns
 - Managing time
 - Communicating well
 - Gaining inner balance
 - Making time to relax
 - Seeing stress in others
 - Analysing personality
 - Helping others
- Taking action at home
 - Taking time off
 - Learning to relax
 - Developing interests
 - Improving diet