



Personal Stress Management

Duration: 1 day
Time: 9.00 am to 4.30 pm
Venue: Orkney College
Dates: TBC
Tutor: Ray Knox

Qualification:
Orkney College Certificate

Target Audience:

This course is designed for anyone who may encounter stress in the future, has suffered from stress in the past or who is a line manager and may have to support staff in stressful environments.

This course is not suitable if you are currently suffering from stress. An individual 1:1 session would be more appropriate if you are currently suffering from stress.

Aims:

The day will be a mix of facilitator led discussion with interactive group sessions designed to allow everyone to participate to the level with which they are comfortable.

Objectives:

- Understand stress and its potential causes
- Recognise symptoms of stress in oneself and others
- Understand the effects of stress on own work performance, on other aspects of your life and on others
- Identify appropriate means of reducing own stress
- Understand how thinking can affect stress
- Understand how personality types can affect stress
- Understand how to be assertive in stress situations
- Undertake a relaxation exercise
- Develop a personal stress management plan to maintain a work/life balance

By the end of the day you will leave with an action plan which, if followed through, should help to reduce and manage your levels of stress.