



RKDF University

Value-Added courses imparting transferable and life skills

Course Name: Enhancing Productivity through Effective Stress Management

About The Course:

The course will enable participants to consider the management of workplace stress at an individual and organizational level, and will help participants develop and implement effective strategies to prevent and manage stress at work. There will be lots of opportunities to relate the content to the participants' own work environment, and to consider a range of practical stress management techniques that can help team members whilst executing management health and safety responsibilities.

Course Objectives:

- To introduce participants to the importance of physical exercise as a way of life followed by guided relaxation;
- To Understand Stress Management, that is, physical, mental and emotional;
- To understand what is our responsibility that is, changing ourselves v/s changing our environment, the blame game, acting effectively in stressful conditions.
- Understand of role of Motivation: how to get the best out of ourselves and others
- Understand what role our mind-set and beliefs play: our personal programming and operating system;
- Be aware of the dynamics of habit, that is: We are creatures of habit, the limits of willpower, personal habits and how we can change them;
- To harness the power of habit in the workplace;
- To set goals and take the steps to achieving them;

COURSE OUTCOMES

By the end of this course, participants will be able to:

- Appreciate the impact of stress;
- Appreciate that each one has the responsibility to live healthy, productive and fulfilling lives;
- Grasp measures that can shift their perspectives and so their ability to change;
- Be empowered in unlocking their joyous potential.

DETAIL CONTENTS

Costs and benefits of reducing work-related stress

- Impact and costs of stress on the organization
- Benefits of tackling workplace stress
- Small group exercise and facilitated group discussion

What are stress/stressors and controls?

- An introduction to stress awareness
- The fight or flight response
- Is all stress bad for you?
- Presentation and group discussion

Recognizing the signs and symptoms of stress

- The four sources of stress – emotional, mental, physiological and behavioral
- The long term effects of stress
- Identifying your personal stress map
- Small group exercise with presentation feedback and group discussion

Stress management toolkit

- Coping strategies
- Tips for managing stress
- Presentation, individual practical activity and facilitated group discussion

The legal case for dealing with work-related stress

- The legal obligation of the employer to reduce work-related stress
- 5 Steps to Risk Assessment
- Presentation and facilitated group discussion

Skills of an effective Stress Manager

- Critical role of the line manager
- Stress management skills and competencies
- Small group exercise, individual reflective and action planning exercise