



## 1 COURSE OUTLINE

Course: Stress Management and Life Balance

Contact Hours: 12 Contact Hours

Pre-requisite: None

---

### 1.1 Abstract

Stress is a part of the environment within which we live and work, as it is not possible to be stress free. A large part of being productive and having an optimal and healthy life, is being able to better manage ourselves within our environments. We can do this by choosing to identify our own stressors, making choices to reduce those stressors, and committing to taking responsibility for our wellbeing and greater productivity.

This course will provide you with the space to help you identify your stressors and share techniques which can assist you to better manage yourself. The course will explore identifying and avoiding stressful situations, coping with setbacks, accepting and coping with stress in certain situations and altering circumstances to minimise the effect stress has on you, and developing strategies to better manage yourself.

### 1.2 Target Audience

Persons wanting to learn about the effects of stress and techniques to manage these.

Persons who may be experiencing burnout, who are deeply tired, and who may be feeling unable to cope

Persons with responsibility for the care and wellbeing of others in an organisation or personal context

### 1.3 Learning Outcomes

- Different self and stress management techniques and strategies
- Simple stress management tips
- Master the three "A's" of a stressful situation: Alter, Avoid, Accept
- Effective environmental & physical relaxation techniques
- Create a plan to better management yourself
- Incorporating healthy behaviours in life



## **1.4 Topics Covered**

### **Getting Started**

- Pre-Assignment Review
- Workshop Objectives
- Self-assessment; self observation – your areas of stress; where you are
- Where do you want to be

### **Understanding Stress**

- What is Stress?
- What is Eustress?
- Causes of stress – workplace and personal
- Understanding the 'Triple A' approach

### **Creating a Stress-Reducing Lifestyle**

- Eating properly
- Exercising regularly
- Sleeping well

### **Altering the Situation**

- The First 'A'
- Identifying appropriate situations
- Creating effective actions

### **Avoiding the Situation**

- The Second 'A'
- Identifying appropriate situations
- Creating effective actions

### **Accepting the Situation**

- The Third 'A'
- Identifying appropriate situations
- Creating effective actions

### **Using Routines to Reduce Stress**

- Planning meals
- Organising chores
- Using a To-Do list



### **Environmental Relaxation Techniques**

- Finding a sanctuary
- Using music
- Seeing the humour

### **Physical Relaxation Techniques**

- Soothing stretches
- Deep breathing
- Tensing and relaxing

### **Coping with Major Events**

- Establishing a support system
- Creating a plan
- Knowing when to seek help

### **Our Challenge to You**

- Creating a stress log
- Week One: recording events
- Week Two: identifying stressors and creating a plan
- Week Three: creating new habits
- Reviewing and evaluating