

Stress Management: For Enhanced Productivity



Overview:

Stress-related burnout is responsible for the loss to business of many talented, valuable professionals. Excessive stress detracts from individual job performance and creates a tense, negative, and crisis-oriented work climate. However, research proves that stress is a natural part of human functioning and that most people function best under a moderate level of stress. The need for effective stress management, then, can be crucial for a professional to function properly.

Learn:

This training teaches you how to maintain awareness of your organization's pace and pressure dynamics and how to use this information to channel negative stress into constructive efforts. Participants will learn techniques such as goal setting, time management, effective communication, and self-hypnosis. We show you how to utilize deadlines for productive output instead of chronic stress. Additionally, we will outline conflict management techniques which reduce dissension and lead to more productive working units.

Upon completion of this program, you will be able to easily recognize the signs of chronic stress in yourself and your employees. You will be prepared with a wide range of stress management techniques to combat and re-direct the negative effects of stress into productive and creative outlets.

Objectives:

- ❖ Recognize the positive and negative aspects of stress.
- ❖ Make an individual personality profile to determine your susceptibility to stress.
- ❖ Learn to diagnose the causes of organizational stress.
- ❖ Discover the implications of institutional stress and stressful relationships in the workplace.
- ❖ Reduce the effects of stress by learning time management strategies and other techniques.
- ❖ Understand how to change the attitudes and actions of yourself and your staff with biofeedback and relaxation techniques.
- ❖ Realize how to make negative stress work for you by translating it to positive energy.
- ❖ Translate what you learn into action.



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Outline:

What is Stress and Why does it Matter?

- A. Psychological vs. Physiological Pressures
- B. Positive And Negative Aspects Of Stress
- C. External And Self-Imposed Stress
- D. Implications Of Stress At Work

Diagnosing Personal Stress

- A. Making An Individual Personality Profile
- B. Defining Your Personality Type
- C. Giving In To Stress
 - 1. Alcohol and drugs -- forms of avoidance
 - 2. Non-productive behavior -- making a bad situation worse
- D. Creating Your Own Stress
 - 1. Stress and personal expectations
 - 2. Bringing personal stress to work

Diagnosing Organizational Stress

- A. Working Under Institutionalized Pressure
 - 1. Deadlines and stress
 - 2. Stressful work relationships
 - 3. Stress and success
 - 4. Dealing with frustration
 - 5. Crisis Management

Reducing Negative Stress and its Effects

- A. Changing Attitudes
 - 1. Time management strategies
 - 2. Clarifying expectations
 - 3. Using logic as a tool
 - 4. Exercises for managing your mind
 - 5. Sticking to good intentions
- B. Changing Actions
 - 1. Focusing your physical energy
 - 2. Biofeedback and relaxation
 - 3. Eating for energy--when and what

Channeling for Positive Stress

- A. Translating Negative Stress To Positive Energy
- B. Making Stress Work For You
 - 1. Stress and creativity
 - 2. Rising to the occasion
 - 3. Identifying and applying your personal resources