

Course Template for Associates

<p>Name of Trainer:</p>	<p>Gillian Cotton</p> <p>One to one coaching by arrangement.</p>
<p>Course Title:</p>	<p>Stress Management</p>
<p>Overall purpose:</p>	<p>Lowering stress levels at work/home.</p> <p>Eliminating absenteeism.</p> <p>Living with stress can be detrimental to your health.</p>
<p>Key Outcomes:</p>	<p>Living a stress free life.</p> <p>Coping strategies.</p> <p>Identify the stress.</p> <p>Take charge of it.</p> <p>Improve the situation.</p> <p>Accept the things you cannot change.</p> <p>Make a Stress Management Plan.</p> <p>Bring mind and body back into balance.</p>
<p>Course outline (What will be covered)</p>	<p>Defining stress.</p> <p>Explanation of “fight or flight” or adrenaline response.</p> <p>Goal of Stress Management.</p> <p>Stress Management strategy.</p> <p>Case studies.</p> <p>Exercises.</p> <p>Stress reduction tips.</p> <p>Unhealthy Coping Strategies.</p> <p>30 minute relaxation technique.</p> <p>Making a Stress Management Plan.</p> <p>Lear positive ways to deal with stress.</p> <p>Consequences.</p>

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<p>Audience: (i.e. who should attend: senior managers, middle managers, supervisors or support staff, etc?)</p>	<p>All staff should attend as some people are in denial and/or do not realise they are under stress.</p>																			
<p>Maximum number of delegates:</p>	<p>15</p>																			
<p>Duration: (i.e. Espresso, half day, or full day – how many days if full day?)</p>	<p>One full day</p>																			
<p>Materials Required: (e.g. handouts, supporting material, space for notes & reflection, & exercises, work books, pens, toys, etc?)</p>	<p>Handouts. Note paper and pens. CD in room.</p>																			
<p>Delivery method: (i.e. is the workshop highly participative, etc?)</p>	<p>Please tick if the following will be included & add any details if required:</p> <table border="1" data-bbox="396 1461 1295 1883"> <thead> <tr> <th data-bbox="396 1461 695 1528">Approach</th> <th data-bbox="695 1461 993 1528">Yes</th> <th data-bbox="993 1461 1295 1528">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="396 1528 695 1591">Trainer input</td> <td data-bbox="695 1528 993 1591">yes</td> <td data-bbox="993 1528 1295 1591"></td> </tr> <tr> <td data-bbox="396 1591 695 1654">Case studies</td> <td data-bbox="695 1591 993 1654">yes</td> <td data-bbox="993 1591 1295 1654"></td> </tr> <tr> <td data-bbox="396 1654 695 1759">Observation & critique of DVD drama</td> <td data-bbox="695 1654 993 1759">CD</td> <td data-bbox="993 1654 1295 1759"></td> </tr> <tr> <td data-bbox="396 1759 695 1822">Quizzes</td> <td data-bbox="695 1759 993 1822">Exercises</td> <td data-bbox="993 1759 1295 1822"></td> </tr> <tr> <td data-bbox="396 1822 695 1883">Group Work</td> <td data-bbox="695 1822 993 1883">yes</td> <td data-bbox="993 1822 1295 1883"></td> </tr> </tbody> </table>		Approach	Yes	No	Trainer input	yes		Case studies	yes		Observation & critique of DVD drama	CD		Quizzes	Exercises		Group Work	yes	
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	<p>Individual reflection & general discussion</p>	<p>yes</p>		
<p>Format of delivery (Please specify type of delivery i.e. one to one coaching; group coaching; group training; on the job training; e-learning etc)</p>	<p>Group training, One to one coaching used for an example.</p>			