

# STRESS AWARENESS IN THE WORKPLACE

COURSE CONTENT OVERVIEW

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This online Stress Awareness in the Workplace course is designed to help learners understand how the causes of home and workplace stress can be dealt with successfully, how you can better cope with stressful situations, how employers can adapt the workplace to improve employee welfare and how talking therapies can be used to control the levels of stress experienced.

Employers have a duty under the Health and Safety at Work Act 1974 to protect the health of their employees and this course provides a sufficient knowledge to be able to do so. The course also introduces a range of practical techniques that individuals can use to deal with stress and reduce it to a manageable level.

### **Module One: Identifying Stress**

This module looks at how you can identify whether you are stressed and explains some of the key stress definitions. The module also looks at the symptoms associated with being stressed and presents some key facts about stress and health.

- Are you stressed?
- Reasons for stress
- Stress definitions
- Stress symptoms
  - Cognitive
  - Emotional
  - Physical
  - Behavioural
- Facts about stress and health

### **Module Two: Dealing With Causes of Stress**

This module explains how you can work out, using the 80:20 Rule, which factors are causing you the most stress and shows some key changes you can make to the work and home environment in order to deal with them. The module also looks at the roles conflict resolution, anger management and time management play in dealing with and preventing stress.

- Evaluating stress
- Work-related stress
- Changing the work environment
- Changing the home environment
- Assuming responsibility
- Conflict resolution
- Anger management
- Time management

### **Module Three: Work Related Stress**

This module looks at the main causes of work related stress and explains how employers can identify that their employees are suffering from stress and reduce it to a manageable level. The module explains what the law says about workplace stress and shows how employers can conduct a stress risk assessment in order to deal with the causes and effects.

- Causes of work related stress
- How to identify stressed employees
- Benefits of managing stress
- What the law says

- Stress risk assessments
  - Identifying stress
  - Causes
  - Prevention
  - Recording
- The HSE Management Standards
- How to reduce stress in the workplace

### **Module Four: Coping With Stress**

This module looks at how individuals can cope with stress by practising relaxation techniques, taking time out and building self-esteem. The module also explains the importance of having a good diet and exercise regime in order to cope with stress.

- Considering your response to stress
- Fight or flight
- Relaxation exercises
  - Muscular relaxation
  - Breathing
  - Mental relaxation
- Taking time out
- Building self esteem
- Motivation
- Diet
- Physical activity

### **Module Five: Cognitive Behavioural Therapy**

This module outlines some of the most popular talking therapies that individuals can use in order to change the way they think about and deal with stress.

- What is cognitive behavioural therapy?
- Neuro-Linguistic Programming
- Problem solving therapy
- Positive and negative thinking
- Expanding your comfort zone

## Aims of the Training

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

- Identify the symptoms of stress.
- Explain what is meant by stress and work-related stress.
- Explain the typical causes of stress in the workplace and at home.
- Undergo a stress risk assessment.
- Understand the importance of controlling stress and know how to cope with stress when it arises.
- Identify what changes can be made in the workplace and at home in order to deal with the causes and effects of stress.
- Understand more about the talking therapies that can help overcome stress.