

# Manage your stress

Hands-on course of 2 days - 14h

Ref.: GST - Price 2024: CHF1 550 (excl. taxes)

Stress is a part of day-to-day living. Stress can act as a motivator and energizer. However, if your stress level is too high, medical and professional problems can result. With this training course you will understand how the stress mechanism work and how to learn simple and concrete techniques of stress management.

## EXERCISE

This highly interactive course relies on numerous hands-on exercises and filmed role-playing, with individualized feedback and analysis.

## THE PROGRAMME

last updated: 01/2018

### 1) Stress mechanisms and Indicators

- Definition of stress and related biology; Fight or Flight Response; Difference between positive and negative stress.
- Learn to read your own stress indicators: physical, emotional, behavioural signals; Type A-Type B Personalities.
- Physical and emotional consequences of stress; Recognising and preventing burn-out.

### 2) You and your Stressors

- Causes of stress: Your personal stressors; understanding typical stressful work-related situations; (time pressures, com
- Difference between inner and external stressors; the cognitive approach; the impact of our interpretations; identifying

### 3) Practical Stress Management Techniques

- Different stress management approaches.
- Relaxation: concrete and effective breathing, relaxation and visualisation techniques.
- Strengthening ability to manage stress. Personal coaching to develop awareness and good habits at work and on a daily ba

### 4) Dealing with Stressful People and Situations

- Understanding the communication process and what creates conflicts and stressful situations; Communication filters; Aggr
- Developing Assertiveness skills: how to express feelings and opinions calmly.
- Improving communication skills; observation and listening; main principles of non-violent communication.

## DATES

REMOTE CLASS

2024 : 27 Jun, 23 Sep, 12 Dec

### PREREQUISITES

Every person who want to develop efficiency and ease at work and in daily life.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.